

CITY OF WRANGELL**JOB DESCRIPTION**

JOB TITLE: HARBOR MAINTENANCE/SECURITY

REPORTS TO: HARBORMASTER

DEPARTMENT: PORT AND HARBORS

SUMMARY

Performs light maintenance outlined by Head Maintenance Personnel. Collects daily inventory of all vessels utilizing harbor facilities and items stored on Port properties. Assigns moorage to vessels and performs basic office duties. Works with the public as well as other city departments and state and federal agencies. Performs duties as part of the Department of Homeland Security Port Security Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes maintenance projects outlined by maintenance personnel.
- Collects the daily inventory of vessels and stored items utilizing Port and Harbor facilities.
- Performs security patrols in all Port and Harbor facilities.
- Enforces Port and Harbor rules and regulations.
- Monitors vessels to avoid sinking or damage to facilities and contacts vessel owner when needed.
- Keeps Port and Harbor facilities (hoists, dumpsters, used oil containers, floats, parking lots, storage lots) clean from garbage or debris.
- Conducts other Port and Harbors related business such as moorage assignment, billing, boatyard duties or other duties assigned by Harbormaster.
- Performs and enforces duties outlined in the Wrangell Port Security Plan.

QUALIFICATIONS

- **Knowledge and Skills**
 1. Requires basic computer skills sufficient to run harbor management program.
 2. Ability to communicate effectively and politely with public.
 3. Requires boat handling skills.
- **Abilities**
 1. Ability to operate, or learn to operate port equipment including but not limited to, boats, forklifts, loaders, pressure washers, drills, saws, welders and other mechanical equipment.

2. Ability to communicate courteously and professionally to customers, coworkers and members of the general public.

Physical Abilities

1. Ability to lift and carry 50 pounds.
2. Ability to work in all weather conditions.
3. Ability to work throughout all hours of the day.

Education

1. High School Diploma or GED.

Licenses and Certificates

1. Valid Alaska driver's license.
2. Valid CDL preferable or the ability to gain one within 6 months.
3. Basic First Aid and CPR certificate or the ability to gain certificate within 6 months.

Working Conditions

1. Work is performed outdoors in all weather conditions and at all hours.