



CITY OF SAINT PAUL

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JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Harbor Officer II with the Department of Public Safety.

POSITION CLASSIFICATION AND HOURS:

This is a regular part-time position up to 30 hours per week. Hours and schedule may vary.

JOB SUMMARY:

The Harbor Officer performs work related to the operation and maintenance of St. Paul Harbor to ensure the efficient and safe operation of the harbor and its facilities. The incumbent serves as an “all-hazards” responder.

This position works under the supervision of the Harbormaster and of Director of Public Safety. Work is performed under limited supervision. Assignments are received in the form of specific directives of what is to be accomplished.

Position involves extensive contact with department employees and the public, frequent contact with other departments and other entities on St. Paul Island, with St. Paul Island Police Officers, and occasional contact with other agencies. Contact requires the exercise of diplomacy in dealing with potentially dangerous situations. The working environment is inherently dangerous due to the nature of the position and the work involved.

ESSENTIAL JOB FUNCTIONS:

1. Patrols all areas of the harbor facilities on foot and by patrol vehicle.
2. Assists vessels with securing mooring lines on City docks.
3. Schedules vessels for access to City docks, and to TDX docks if permission granted by TDX/Trident to do so.
4. Coordinates vessel operations with TDX.
5. Coordinates vessel fueling operations with fuel sales through the Marine Sales Division.
6. Assists Public Safety, Coast Guard, and other enforcement agencies.
7. Delivers information, including copies of rules and regulations to vessels in and around the harbor.
8. Maintains logs and reports of harbor activities
9. Advises the Public Safety of storm warnings, strong winds, or other incremental weather situations that threaten safe harbor operations. Direct vessels out of the harbor, or prohibits entrance when necessary.
10. Takes proper action to ensure the safety of vessels moored or in harbors and adjacent areas.
11. Maintains the harbor in safe operating condition. Cleans building, grounds and facilities as required.
12. Assists with the maintenance of the harbor and related facilities.
13. Contacts Public Safety regarding need for law enforcement, firefighting, emergency medical, search and rescue, and emergency management incidents or situations.
14. Investigates vessel accidents and prepares related reports.
15. Participates in search and rescue operations and other emergency situations.
16. Serves in an “on-call” status.
17. Performs other activities as required or as directed by the Harbormaster and/or Director of Public Safety.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED equivalent.
3. Must be a team player.
4. **MUST Possess a Valid Alaska Driver’s License and have a clean driving record.**
5. Ability to communicate effectively with City personnel and supervisor.
6. Knowledge of City, state and federal laws regulating harbor operations.
7. Knowledge of principles and practices of dock and harbor operations.
8. Knowledge of principles and practices of vessel and crew operations.

9. Knowledge of marine fuel and sales operation.
10. Must possess current Incident Command System (ICS) 100 and 200 certification or have the ability to obtain within 90 days of hire.
11. Must possess current First Aid/CPR certification or have the ability to obtain within 1 year of hire. Emergency Trauma Technician Certification preferred.
12. Must possess current 40-hour HAZWOPER certification or have the ability to obtain within 1 year of hire.
13. Must possess current 4-hour Marine Oil Spill Response certification or have the ability to obtain within 1 year of hire.
14. Must possess current OSHA 10-hour General Safety certification or have the ability to obtain within 1 year of hire.
15. Must possess certificates of completion or obtain within 1 year of hire of the following online courses from the University of Alaska Southeast:
 - a. Facilities Safety
 - b. Marine Structures and Materials
 - c. Oil Spills – Prevention, Preparedness and Response
 - d. Fire Safety for Ports, Harbors, and Marinas
 - e. Hazardous Material and Waste Risk and Controls
 - f. Marina Utilities – Water and Sanitary Sewer
 - g. Customer Service for Ports, Harbors and Marinas
 - h. Clean Harbors
16. Must pass pre-employment drug and alcohol testing.
17. Must pass a criminal and personal background investigation.
18. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.

WAGE AND BENEFITS:

The hourly wage for this position is \$17.02 to \$21.26 per hour depending on experience, education, skill, and abilities.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or for more information contact Monique Baker, City Clerk, at mbaker@stpaulak.com or at www.stpaulak.com.

Posted August 13, 2018.