



## DEPUTY HARBORMASTER A/B

FLSA Status:

Bargaining Unit: Operational Engineers No. 3

Adopted: March 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### GENERAL DEFINITION

Under general direction of the Assistant Harbormaster, performs a variety of operational, maintenance, repair, safety, security and public information activities in support of the facility. As first point of contact with the public, the Deputy Harbormaster is responsible for ensuring the public's safe and enjoyable facility use.

Deputy Harbormaster A: This is the entry-level class in the Deputy Harbormaster series. Initially under close supervision, incumbents will perform basic duties. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Eventually, incumbents will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operational procedures and work. This class is alternately staffed with the Deputy Harbormaster B and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and by consistently demonstrating the ability to perform the work of the higher-level class.

Deputy Harbormaster B: This is the full journey-level class in the series. Incumbents at this level are capable of performing the full range of advanced duties. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operational procedures. May provide technical and functional supervision of lower-level staff. This class is distinguished from the Assistant Harbormaster in that the latter is responsible for the supervision of staff and is capable of performing the most complex duties and assignments.

### ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Enforces the Harbor District Ordinance Code, and other rules, regulations and laws governing facility activities; issues citations; refers more serious violations to local law personnel.
- Patrols facility, docks, piers, vessels, buildings and shops to assure proper security and safety.
- Inspects vessels for seaworthiness and proper mooring or docking; operates pumps to remove water from vessels in danger of sinking, re-ties and re-moors vessel to insure proper tie-down and safety; notifies owners of unsafe conditions on or relating to their vessels.
- Monitors weather and sea conditions and advises the public concerning safe use of the facilities; posts weather reports and marine advisories.
- Maintains daily log of weather conditions, work performed and significant incidents; maintains file of charts and maps of marina and facilities showing location of all utilities; prepares and updates Marina maintenance, operation and security manuals.

- Inspects and performs minor repairs on all District facilities and property, including but not limited to electrical, plumbing, carpentry and structural activities; performs preventative maintenance work on roads, docks, restrooms, buildings, vehicles, vessels firefighting and emergency equipment; identifies and purchases small quantities of supplies and equipment.
- Performs preventative maintenance and minor repair work on navigational buoys, lights and horns; monitors all equipment for proper operation.
- Operates rubber and solid hull craft in inspection, vessel transfer and enforcement activities.
- Assigns mooring and berthing spaces; supervises the upkeep and security of berthing area; checks craft moored in berths to ensure that they are properly secured and to ensure that only authorized lessees are utilizing the facilities.
- Determines appropriate rental rates in accordance with established schedule; prepares berthing lease documents; collects dock, mooring, launch and other fees; writes receipts; completes logs and related records; balances fees received.
- Directs launch ramp traffic to assure maximum use under safe conditions; assists in vehicle backing and vessel launch.
- Cleans restroom and shower facilities; hoses off docks and piers; cleans up litter, empties trashcans and dumpsters; operates trash compactor.
- Plants, trims, waters, fertilizes and removes plants, trees and shrubs; mows and trims grass area; rakes and cleans landscaped areas.
- May direct and participate in search, rescue, Cardiopulmonary Resuscitation (CPR) and first aid activities on the waters adjacent to the Harbor and on the Harbor property; summons assistance when necessary.
- Establishes and carries out program of fire prevention and protection of Harbor facilities and boats berthed at the Harbor; inspects floats and adjoining installations for damage and fire hazards; fights vessel fires.
- As part of a team, makes harbor and open water searches and rescues, monitors emergency call radio channels; operates a variety of electronic equipment for locating vessels; locates and guides vessels back to the harbor; rescues personnel from foundering or sunk vessels; notifies other appropriate rescue and emergency personnel.
- Provides information to facility users; answers questions concerning operations, facility availability, safe boating practices, tides, currents, weather conditions, rates and fees, rules and regulations and other items of needed information.
- As assigned, orders necessary supplies, materials, equipment and fuel for the operation and maintenance of the harbor; notifies the Assistant Harbormaster of needed facility repairs and improvements.
- May assist in coordination or staff the activities of special events held at the Harbor.
- Maintains attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Harbor operations and maintenance.
- Federal, state and local laws, ordinances regulations and codes pertaining to the marina, boating and inland waterways.
- Marine safety practices and techniques; safe boating operations and search and rescue techniques.
- The operation and maintenance of a variety of hand tools, work aides, power tools and light machines used in carpentry, plumbing, electrical and related work.

- Tides and weather conditions.
- Monetary and statistical record keeping.
- Business computer use applications related to operations and administration.
- Safety principles and practices, including basic first aid and CPR techniques and practices.
- Applicable safety precautions and procedures related to the program areas(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Safe driving rules and practices.

**Ability to:**

- Communicate fluently in written and spoken English.
- Perform basic arithmetical calculations.
- Use computer equipment to create written documents, perform research and send/receive email.
- Perform basic construction and repair projects, including electrical, plumbing, carpentry and automotive techniques.
- Perform general building and unskilled maintenance and repair tasks with hand tools, work aides and light machines.
- Perform duties in a manner to maximize public safety in the area of dock maintenance and repair.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform basic firefighting techniques and practices.
- Tactfully enforce Marina rules, regulations, laws and ordinances and issue written citations for violations.
- Operate small boating craft.
- Swim.
- Comply with and enforce common safety practices and procedures.
- Detect safety hazards within a marina area and take correction action.
- Establish and/or maintain recordkeeping and filing systems.

**MINIMUM QUALIFICATIONS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

An Associate of Arts Degree in Fire Science or Law Enforcement obtained from an accredited college or university is desirable. Courses from non-accredited institutions will not be evaluated for this requirement.

**Experience:**

Deputy Harbormaster A: A minimum of six (6) months' service in the capacity of Harborworker B or Deputy Harbormaster A -- Probationary AND the License/Certificates listed below.

Deputy Harbormaster B: A minimum of twenty-four (24) months service in the capacity of Deputy Harbormaster A or comparable position or experience AND the License/Certificates listed below.

**LICENSES AND/OR CERTIFICATES**

Deputy Harbormaster A:

- Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.
- Completion of Penal Code 832 Law Enforcement Training, within first year of employment.
- Completion of Marine Fires, Department of Boating and Waterways training within first year of employment.
- Completion of a valid Cardiopulmonary Resuscitation (CPR) Adult, Child, One and Two Person and Standard First Aid training and receipt of certificate within first year of employment.
- Completion of HAZWOPER-24 training and receipt of certificate.
- Completion of the California Boating Safety Course within first year of employment.

Deputy Harbormaster B:

- All license/certificate requirements for Deputy Harbormaster A
- Completion of the following Department of Boating and Waterways training:
  - Boating Skills Operations
  - Boating Safety and Enforcement – Basic
  - Rescue Boat Operations
  - Coastal Piloting and Navigation

**PHYSICAL DEMANDS:**

These functions may be performed with or without reasonable accommodation:

Requires sitting, standing, walking on level, uneven and slippery surfaces. Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance or the use of proper equipment.

**ENVIRONMENTAL ELEMENTS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may be exposed to blood and body fluids when rendering basic First Aid and CPR. Employees are required to wear appropriate attire for the work assigned. Employees may interact with upset staff and/or public in interpreting and enforcing Harbor District Ordinances, or Federal and State laws and regulations.

**WORKING CONDITIONS:**

May be required to work various shifts including early mornings, evenings, weekends, and holidays.