



WHITTIER SMALL BOAT HARBOR

P.O. Box 639 Whittier, Alaska 99693

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CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT HARBOR TECHNICIAN (Combined: Clerical / Labor)

The City of Whittier, Alaska is seeking a highly capable individual for the position of harbor technician. The position will be under the supervision of the Harbormaster or her designee and is open until filled.

GENERAL DESCRIPTION: A position combining clerical duties and dock worker duties as follows: under supervision, provides reception, clerical and cashier support to the general public and other city departments. Also is responsible for maintenance repair and safe usage of all the harbor facilities. Provide Harbor patrols and public assistance to maintain clear fire lanes, resolve vessel problems and encourage voluntary compliance with harbor regulations for security and safety.

EXAMPLES OF WORK: *Dock duties:* perform routine maintenance on all harbor facilities such as Harbormaster Building, Generator sheds, docks, floats, electrical systems, and grid. Assist with (EVOS) oil disposal. Assist with vessels in distress by providing pump-outs, tows, line replacement and/or use of fire extinguisher. *Clerical duties:* Accurately calculating fees and issuing receipts; data entry, filing, and preparation of forms. *General duties:* Monitors and uses the VHF radio, 2-way walkie-talkie radio, and multi-line telephone. Work cooperatively with other city employees and professionally greet and assist the public, and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Must have a basic understanding of computers and office equipment and appropriate experience with basic office systems including but not limited to data processing, filing, telephone reception, bookkeeping, letter composition, cash receipts, and miscellaneous research. Must have appropriate verbal communication skills and have the ability and aptitude to perform a variety of routine clerical and administrative tasks and provide support to the staff. Boat-handling skills preferred, thorough knowledge of boat moorage procedures, the ability to recognize potentially hazardous situations, and when to contact appropriate persons as needed. Requires skills needed to conduct routine maintenance, repair, cleaning and construction.

EDUCATION AND EXPERIENCE: High school diploma or GED equivalent required. Some marina related experience is preferred and experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 21 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

SALARY: \$13.89/hour DOE. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office or at the City of Whittier Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, fax to 907.472.2472, or e-mail to harbormaster@whittieralaska.gov. Applications are available at City Hall, or by internet at www.whittieralaska.gov.

**Direct deposit of payroll is mandatory within 30 days of employment.
The City of Whittier is an equal opportunity employer and a "drug free" workplace.**

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