

WHITTIER BOAT HARBOR

P.O. Box 639 Whittier, Alaska 99693

907-472-2327, option 6

E-Mail: harbor@whittieralaska.gov

CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT

SEASONAL HARBOR ATTENDANTS

The City of Whittier, Alaska is seeking one (2) highly capable individuals for the position of Seasonal Harbor Attendant for the period: June through September 2015. This position will be under the supervision of the Harbormaster or his designee and are on call as needed. These positions is open until filled.

GENERAL DESCRIPTION: Monitor and enforce launch ramp and parking use in the harbor supervised areas and routine cleaning of public bathrooms and emptying trash receptacles, and other duties as assigned.

EXAMPLES OF WORK: Responsible for verifying launch and parking permits in a firm but non-confrontational manner. Facilitate efficient loading and unloading of boats and trailers on the launch ramps. Use of two way communications devices for contact with the Harbor, Public Safety, etc. Perform janitorial duties by opening, monitoring and cleaning harbor bathrooms, emptying harbor trashcans, and providing litter control.

KNOWLEDGE, SKILLS AND ABILITIES: Requires some knowledge of boat moorage procedures and the ability to recognize potentially hazardous situations with subsequent contact to the appropriate person, as needed. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional and courteous manner. While performing the duties of this job, you will be required to walk, reach with hands and arms, stoop, and kneel. The employee is frequently required to talk and hear, stand for long periods of time, sit, use hands to handle, feel and lift up to 50lbs. The Majority of the duties will be performed outside.

EDUCATION AND EXPERIENCE: High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically. Legible handwriting and good verbal and written communication skills are required.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 18 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: \$11.20/hour. This is a temporary seasonal position. To apply, submit a City of Whittier application, authorization to release information form, a Resume, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to harbor@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.