

# WHITTIER BOAT HARBOR

P.O.Box639

Whittier, Alaska 99693

## CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT TEMPORARY HARBOR TECHNICIANS

The City of Whittier, Alaska is seeking a highly capable individuals for the position of temporary Harbor Technician starting March, April, May, June, July, and August ending within 6 months (specific dates TBD). This position will be under the supervision of the Harbormaster or the Harbor Officers and will be on-call, as needed. This position is open until filled.

**GENERAL DESCRIPTION:** Under supervision, the employee would be 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 and other duties as assigned.

### **EXAMPLES OF WORK:**

Perform routine maintenance on all harbor facilities such as Harbormaster building, generator sheds, docks, floats, electrical systems grid. Assist with (EVOS) oil disposal.

Assist with vessels in distress by providing pump-outs, tows, line replacement and/or use of fire extinguisher.

Keep harbor restrooms and other public areas clean.

Work cooperatively with other city employees and professionally greet and assist the public.

Assist with parking and launch traffic in the harbor area.

Janitorial - cleaning restrooms, picking up garbage.

Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Boat-handling skills preferred, 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 repair, maintenance, cleaning and construction. 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 equivalent required. Some marina related experience is preferred experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically. Legible handwriting and good oral and written communication skills are required.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be 21 years of age and must possess a valid Alaska driver's license or have the ability to obtain one within 30 days of hire, 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 and will be subject to a background check. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$11.93/hour DOE. 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 Executive Assistant at 660 E. Whittier Street, Whittier, Alaska 99693, or email them to [dpratt@whittieralaska.gov](mailto:dpratt@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.  
Posted March 15, 2018