CITY OF VALDEZ

JOB DESCRIPTION
CLASS CODE:

HARBOR TECHNICIAN

Pay rate:

$14.45
Grade 16A Part Time Temporary Employees

Primary Duties and Responsibilities:

Under supervision the harbor technician is responsible for the security, maintenance, repair and safe usage of the harbor facilities.

Knowledge, skills, and other characteristics:

- Knowledge of marine regulations as prescribed by the US Coast Guard and the State of Alaska
- Requires boat handling skills, thorough knowledge of boat moorage procedures and ability to accommodate many vessels properly. Requires the ability to recognize potentially hazardous situations and to contact appropriate persons as needed. Requires skills needed to conduct routine maintenance, repair, cleaning and construction.
- Requires some clerical experience and knowledge of office functions. Requires attention to detail necessary for accurate and complete records. Requires organizational skill for accounts, billing and invoices. Requires computer familiarity to retrieve necessary vessel information. Requires good interpersonal skills.
- Requires willingness to perform various job related duties, as situations require a strong sense of teamwork and ability to work cooperatively with others.
- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions.

Physical requirements and work environment:

- Position works both inside and outdoors
- Occasionally works near moving mechanical parts
- Frequent walking and standing, sitting, climbing, stooping, kneeling or crawling
- Must be able to frequently move or lift up to 25 pound and occasionally lift or move more than 100 pounds
- Noise level is moderately noisy

Minimum qualifications:

- Must have High School Diploma or GED
- Must have Valid Alaska Driver’s license