



## City of Des Moines, Washington

### JOB DESCRIPTION



## HARBORMASTER

Regular, Full-time

**Salary Grade:** D-37

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Officials and Administrators

### Nature of Work

The Harbormaster is a Department Director of the City of Des Moines responsible for the operation maintenance of the City's Marina. The Harbormaster is responsible for organizing, directing and coordinating all Marina activities including: enterprise management, capital improvement plans, budgets, regulation compliance, leadership, safety, premier customer services, special events, and community services. The Harbormaster is a working manager who supervises employees and serves as a member of the City's management team. The Harbormaster works under the broad long-range administrative direction of the City Manager.

### Essential Functions

- Participates in the City's management team functions and with the City Manager and other Directors develops plans and programs to enhance customer-focused community services, major projects, and other initiatives.
- Attends City Council meetings and provides ongoing communications regarding Marina management, services, special events and other matters.
- Plans, organizes, controls and directs customer services and work activities.
- Directs Marina enterprise functions such as rate structures, business plans and revenues.
- Supervises, schedules and trains assigned employees. Assesses workload, assigns priorities and assures work is performed in accordance with sound safety practices.
- Develops and leads Marina marketing, promotion and special activities.
- Directs and/or provides services to Marina customers. Directs and/or performs Marina administrative activities such as preparing correspondence, reports and agenda bills; processes employee time sheets, leave requests and performance evaluations.
- Develops, presents, implements and monitors the annual Marina budget. Implements operational changes as necessary to assure conformance to the budget.
- Directs and responds to emergency situations including fires, hazardous material spills, boat sinking, personal injury, etc. Performs CPR and/or First Aid pending arrival of professional response unit.
- Coordinates with federal and state agencies concerning such activities as tidelands leasing, grant funding and conformance with environmental laws and policies.
- Develops long- and short-range plans, specifications, cost estimates and bid developments for future Marina development, new construction and/or refurbishment, capital improvements or equipment acquisition.
- Coordinates activities with other City departments and directs capital improvement projects with consulting engineers, contractors and vendors.

- Reviews financial reports of Marina operations and services including reconciliation of fuel purchased and sold and status of moorage and storage shed accounts receivable. Takes appropriate action to resolve delinquent accounts, securing of boats and storage sheds and legal actions through the City Attorney's office as necessary.
- Operates Marina motor vehicles as required.
- Performs special projects and studies as assigned by the City Manager.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Knowledge of City ordinances, federal and state laws and rules applicable to Marina operations including but not limited to the Federal Clean Water Act, Maritime Law, Department of Ecology NPDES boatyard permitting processes and Dangerous Waste Regulations.
- Knowledge of modern management and supervisory practices and procedures, including budgeting, personnel management, project management, risk management, strategic planning and marketing.
- Working knowledge of construction and maintenance trade skills including plumbing, painting, electrical, structural and carpentry.
- Excellent oral and written communication skills and ability to create presentations for a variety of groups and organizations.
- Ability to plan, supervise and perform customer-focused administrative and management activities related to the general management and operation of a full service marina.
- Ability to safely operate the Marina utility vessel day or night under all weather conditions and to effectively employ this vessel in emergencies involving fires, boats/boaters safety, groundings and related situations.
- Ability to establish and maintain effective working relationships with the public, Marina tenants, City officials, City staff, citizen groups, government agencies including military representatives, other City departments and state, county and federal agencies to provide premier customer service.
- Ability to supervise the activities of administrative and maintenance employees in a manner conducive to effective and efficient work performance and positive morale.
- Ability to use a personal computer and associated Marina specific software.

### **Education and Experience Requirements**

- Bachelor's degree in business administration, engineering or related fields, and
- A minimum of five years' experience in Marina management and maintenance including supervisory experience or equivalent transferable experience in a related field.

### **Special Requirements**

- CPR and Industrial First Aid Certification.
- Attendance at Council or other evening meetings may be required.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

Work is performed in an office environment or out of doors in all types of weather conditions. Travel is required to other City locations and occasional out-of-City meetings and conferences. Weekend and after-hours work is sometimes required. The position responds on an on-call basis to after-hours situations and emergencies including (but not limited to) line handling boats in distress; participating in rescue operations and administering CPR/First Aid; supervising fire, oil spill and natural disasters which require stamina, endurance and physical agility.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2011.