



City of Gulfport, Mississippi

Harbor Assistant (Harbor)

Department: 445-Harbor

EEO Class: Protective Service Worker

Date written: 5/6/11

FLSA Status: Non-exempt

Date Approved: 5/17/11

Position Overview

Responsible for a wide variety of Harbor patrol services including greeting and assisting arriving boaters, security of facilities and vessels, observing Harbor structures, docks, and grounds for maintenance issues, responding to and assessing medical needs within the Harbor and park area, and monitoring docked vessels for any issues relating to safety of life and property. Provides Harbor and city information to boaters, their guests, and the general public

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following as well as their related duties that may be assigned.

- The renting of permanent and transient boat slips.
- Provide exemplary customer service to all individuals by demonstrating an attentive, understanding, and responsive demeanor.
- Providing fair, courteous and respectful interaction with all harbor tenants, vendors, guests and visitors.
- Actively participating in maintaining a positive customer service environment.
- Operating marine vessels, land-based vehicles, and related equipment.
- Responding to and extinguish fires in boats, marinas, and Harbor businesses.
- Walking and observing all Harbor areas, including the beach and parking areas, to ensure safety of boats, boaters, tenants, guests, visitors, and property.
- Ensuring all boating operations are conducted safely in the harbor waters.
- Monitors radios and responds to emergency calls including fires and boats and passengers in distress. Contacts other city departments and agencies as needed.
- Summons assistance from and reports criminal activities to Police Department, U S Coast Guard, or other appropriate agencies.
- Perform maintenance and minor repairs of facilities and specialized equipment.
- Towing disabled vessels during hazardous storms, fires, or related conditions.
- Activating and/or deactivating the Harbor foghorn.
- Directing vessel movement within the Harbor.

- Perform routine clerical duties including, operating cash register, receiving and logging lost property, photographing within the harbor, and operating computer, copy, fax, and related equipment as required.
- Respond to public inquiries, advice, complaints and suggestions in a courteous and responsive manner and conducts investigations as needed.
- Inspect all boats, vehicles, and rescue equipment to ensure satisfactory operational conditions at all times.
- Inspecting vessels to ensure initial and ongoing seaworthiness, cleanliness, and visual appeal while docked in the Harbor.
- Inspecting and ensuring safety equipment (pumps, life rings, throw lines, etc.,) is operational or ready for use at a moments notice.
- Inspecting and reporting unsafe or degraded condition of Harbor facilities, including piling, docks, decks, rubrails, cleats, fenders and utilities.
- Requesting maintenance and repairs as needed.
- Recommending placement and/or changes to buoys and other aids to navigation.
- Moving and aligning anchorage boundary buoys.
- Collecting slip rental fees.
- Enforcing Harbor rules.
- Assisting and advising boat owners in proper boat handling, docking, mooring, and other marine-related functions within the Harbor and its facilities.
- Performing all organizational and Harbor duties as assigned or needed, including:
 - Administrative, financial, clerical
 - Semi –skilled work maintenance on Harbor facilities, vessels vehicles and docks
 - Participate in and promote all City-sponsored special programs and events.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of the various types of power and sail boats ,boating, marine and nautical terminology, and appropriate docking methods and requirements.
- Demonstrate advanced skills in small boat handling, docking and fueling.
- Ability to interpret the City ordinances relating to the operation of the Small Craft Harbor and Jones Park.
- Know the general geography and boundaries of the City.
- Methods and techniques of boat operation and towing.
- Be certified in first aid and CPR techniques and be able to demonstrate proficiency in both.

- Understand the methods and techniques of life guarding and life saving.
- Methods and techniques of boat operation and towing.
- Harbor regulations and policies.
- Principles and procedures of record keeping.
- Demonstrate an ability to read weather and basic navigational instruments such as compass, charts, and GPS systems.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate or GED equivalency. At least two (2) years of experience in the operation of a recreational harbor facility and in docking and boat operations; customer service and general office procedures. Harbor patrol or related experience is required. Completed courses in CPR, water safety and advanced Coast Guard courses in Rules of Road and Seamanship or equivalent of experience and training.

Required Licenses or Certificates

Must possess valid State of Mississippi driver's license. Must possess or have the ability to obtain an appropriate CPR certification. Must possess or have the ability to obtain valid certificate for the completion of the series of the Coast Guard's boating safety classes.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class require lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds, climbing, jumping and balancing when securing lines to boats or when towing boats, transferring equipment such as pumps between boats, stooping, kneeling and crouching, handling boat controls, reaching to tie lines on boats and using the senses of hearing and touching when evaluating engine problems. Work is primarily outside in extreme weather conditions.