

# EMPLOYMENT OPPORTUNITY



## San Mateo County Harbor District Deputy Harbormaster A

Salary Range: \$5,893 - \$6,822 per month plus benefits

First Review of Applications  
November 15, 2021, at 5:00 p.m. or Open Until Filled

The San Mateo County Harbor District has a full-time employment opportunity with excellent benefits for a Deputy Harbormaster. Under general direction of the Assistant Harbormaster, performs a variety of operational, maintenance, repair, safety, security, and public information activities in support of the facility. As first point of contact with the public, the Deputy Harbormaster is responsible for ensuring the public's safe and enjoyable facility use.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Harbormaster and Harbormaster Assistant. Exercises direct supervision over Harbor Workers.

### **Deputy Harbormaster A**

This is the entry-level class in the Deputy Harbormaster series. Initially under close supervision, incumbents will perform basic duties. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Eventually, incumbents will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operational procedures and work. This class is alternately staffed with the Deputy Harbormaster B and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications for and by consistently demonstrating the ability to perform the work of the higher-level class. You can review detailed job description for the Deputy Harbormaster A on the San Mateo County Harbor District's website <https://www.smharbor.com/employment>.

### **Qualified Candidates will possess the following:**

#### **Education:**

- An Associate of Arts Degree in Fire Science or Law Enforcement obtained from an accredited college or university is desirable. Courses from non-accredited institutions will not be evaluated for this requirement.

#### **Experience:**

- A minimum of six (6) months' service in the capacity of Harbor Worker B preferred, or comparable experience.

### **LICENSES OR CERTIFICATIONS**

- Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.
- Completion of Penal Code 832 Law Enforcement Training, within first year of employment.
- Completion of Marine Fires
- Department of Boating and Waterways training within first year of employment.

- Completion of a valid Cardiopulmonary Resuscitation (CPR) Adult, Child, One and Two Person and Standard First Aid training and receipt of certificate within first year of employment.
- Completion of HAZWOPER-24 training and receipt of certificate.
- Completion of the California Boating Safety Course within first year of employment.

### **Working Conditions**

May be required to work various shifts including early mornings, evenings, weekends, and holidays.

### **BENEFITS**

This position enjoys a benefit package including:

- CalPERS Retirement (2.5% @55 Classic members or 2% @62 new members)
- CalPERS 457 Deferred Compensation Plan (Employer contributes 2% of base salary)
- Personal Time Off (Up to 176 hours a year) and Extended Illness Bank Accrual
- 100 holidays hours
- Medical/Dental/Vision & Life plans (Employee pays 9% of premiums)
- Pre- Tax Flexible Spending Account
- Operating Engineers Local Union No. 3

### **HOW TO APPLY:**

**OPTION 1.** To Apply Online: <https://www.smharbor.com/employment>

**OPTION 2.** Complete Application and Supplemental Questionnaire:

- [Employment Application](#)
- [Supplemental Questionnaire](#)
- E-Mail completed application: [bcortes@smharbor.com](mailto:bcortes@smharbor.com)
- Fax completed application: (650) 583-4614
- Mail completed application: **HR Department, P.O. Box 1449, El Granada, CA 94018**

### **SELECTION:**

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. All employee offers are subject to a SMCHD paid physical examination and a thorough reference and background check.

### **Written and Performance Examination: Thursday, November 18, 2021**

- The San Mateo County Harbor District will supply all testing materials.
- The entire process will take approximately 7-8 hours.

### **Performance Test**

- Timed one-mile run
- 150-yard cold saltwater swim (Swimsuits only, no wet suits, goggles, or fins allowed)
- Lifting up to 50 pounds
- Boat handling skills

### **Oral Interviews: Friday, November 19, 2021**

Top candidates will be invited to return for scheduled Oral Panel interviews on November 19, 2021.

### **NOTE TO APPLICANTS:**

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in the bulletin may be modified or revoked. The San Mateo County Harbor District is an Equal Opportunity and does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (650) 741-9164 so your request may be reviewed prior to the occurrence of testing.