

San Mateo County Harbor District

Job Description

ASSISTANT HARBORMASTER

The San Mateo County Harbor District serves the public by providing berthing and support facilities for pleasure and commercial craft at two harbor/marina areas, Pillar Point Harbor in El Granada and Oyster Point Marina/Park in South San Francisco. This position includes operation, maintenance, use, and security of the sites, and conduct of search and rescue operations.

JOB DESCRIPTION

The Assistant Harbormaster is a full-time position under the supervision of the Harbormaster and assists the Harbormaster in the operations of the harbor/marina to which he is assigned. The Assistant Harbormaster is a supervisory classification and requires significant Harbor Patrol work experience.

DESCRIPTION OF FUNCTIONS AND RESPONSIBILITIES – ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, evaluates and directs the maintenance of docks, piers, and other District facilities.
- Enforces Harbor District ordinances, policies and procedures and state boating laws, and supervises harbor staff in the performance of these responsibilities.
- Supervises the safety/enforcement and maintenance staff of the harbor/marina including Deputy Harbormasters, Lead Maintenance Specialist, Maintenance Specialists, and Harbor Workers.
- Assists with ocean or bay search and rescue operations, including performing and directing operation of patrol vessels, light vehicles and related equipment.
- Coordinates the boating and work safety training program for the harbor/marina.
- Assists in preparation of the harbor/marina budget.
- Prepares weekly and monthly work schedules, and emergency scheduling as needed.
- Determines the most economic use of employee and equipment resources.
- Interviews, evaluates and makes recommendations regarding hiring new personnel.
- Coordinates the activity within the harbor/marina with other activities within the District and with other public agencies.
- Directs the public information, relations, and marketing program by promoting the harbor/marina to various user groups and by promoting education of the public on boating safety, weather conditions, local marine conditions and harbor/marina operations.
- Provides administrative support to the Harbormaster as directed.

EMPLOYMENT STANDARDS

Education and Experience: At least four years of experience in the capacity of Harbor Worker (C), Deputy Harbormaster B or equivalent marina/harbor supervisory experience. An Associates (two-year) Degree is preferred but not required. High school diploma or G.E.D. equivalent is required.

License/Certificates: Possession of a valid California driver's license is required at the time of employment. Completion of Penal Code 832 Law Enforcement Training, Boating Skills Operation, Boating Safety and Enforcement, Rescue Boat Operations, Coastal Piloting and navigation, Marine firefighting, Cardio-Pulmonary Resuscitation (CPR), Standard First Aid, HAZWOPER-40 Certificate, and one of the following: Vessel Accident Investigation/Reconstruction, Boating Intoxication Enforcement, Advanced Boating Safety and Enforcement, within the first year of employment, as scheduling permits.

Knowledge: Ability to communicate fluently in English, knowledge of standards and methods desirable to maintain public facilities and their appurtenances; knowledge of principles of supervision, knowledge of laws, ordinances, rules and regulations pertaining to harbors and marinas; knowledge of search and rescue techniques and boat operation; ability to plan and direct the operations of the harbor/marina; ability to establish and maintain harmonious public relations with harbor users and the general public; ability to maintain records and prepare reports; ability to speak before groups.

WORK CONDITIONS

Work is performed primarily in an outdoor setting, in all weather conditions and all times of the day and night. Work is also performed in vehicles, boats, and in District buildings. Employees may occasionally work in disagreeable conditions such as, but not limited to, operating a boat or assisting passengers of a distressed boat in bad weather, exposure to noise, dirt, fumes, load noise levels, vibration, heat, cold, water, and dampness. Must be able to work weekends and Holidays, as scheduled by the Harbormaster.

PHYSICAL DEMANDS

Positions in this class require ability to perform duties involving lifting and/or carrying objects weighing up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Position also requires employees to frequently stand, walk, use hands to handle or operate, tools or controls and reach with hands and arms. Employees may occasionally be required to jump, climb or balance, stoop, kneel, crouch, crawl, swim, taste and smell and work extended shifts of up to twelve (12) hours.

CAREER PATH

Harbormaster