

CITY OF THORNE BAY JOB ANNOUNCEMENT

Harbormaster/Parks & General Maintenance Employee

FULL-TIME, PERMANENT EMPLOYEE

The City of Thorne Bay is accepting applications for a Full-time, permanent Employee.

Harbormaster/Parks & General Maintenance – Permanent, Full-Time Employee

The City of Thorne Bay is accepting applications for a Permanent Full-time Harbormaster/Parks & Recreation & General Maintenance. Work days will be Monday-Friday, 40 hours per week, with possible weekend hours. Pay starts at a Grade 6, Step 2, of the Alaska DOD Wage Scale (2020 Wage Scale at G6/S2 is \$21.62 an hour).

Applications are due by October 16, 2020, with interviews tentatively October 19, 2020.

Applicants will be responsible for all activities associated with the operations and maintenance of Thorne Bay's two Harbor Facilities, the Main Harbor and Davidson Landing Harbor. Associated activities included but are not limited to public restroom, boat launch ramps harbor parking areas, airplane float, grid, harbor/emergency services boat and winter snow and ice management.

Parks & General Maintenance is responsible for all activities associated with the maintenance and upkeep of City Parks, City Lands and City Buildings.

Interested persons should submit an application to Les Carter, City Administrator, Thorne Bay City Hall, 120 Freeman Drive, PO Box 19110, Thorne Bay, Alaska 99919; (907) 828-3380, or deliver in person to Thorne Bay City Hall, 120 Freeman Drive, Thorne Bay, AK 99919 **BEFORE OCTOBER 16th 2020.**

The City of Thorne Bay is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

Posted:

City Hall (2), Alaskan & Proud Market, Forest Service, The Port, Tackle Shack, Thorne Bay Public Library, Thorne Bay School

Website: <https://thornebay-ak.gov/jobs/>

HARBORMASTER/PARKS/GENERAL MAINTENANCE

CITY OF THORNE BAY

September 21, 2020

Department: Harbor & Parks and Recreation Department.

Definition: The Harbormaster/Parks & General Maintenance Employee is an employee of the City hired by the Mayor with the Administrator's recommendation and works under the direct day to day supervision of the City Administrator. The Harbormaster/Parks & General Maintenance Employee must comply with the provisions of the Thorne Bay Municipal Code 2.24, Officers and Employees and the Handbook for City Employees. The Harbormaster/Parks & General Maintenance Employee is a full-time position (40 hours/week) as that term is described in the Thorne Bay Municipal Code Chapter 2.24. Normal hours of work will be 8 to 4:30, Monday through Friday but there may be a need to work varied hours or additional hours including weekends. The Harbormaster/Parks & General Maintenance Employee shall be removed from city employment for just cause or if funding is not appropriated for the position.

Summary: The Harbormaster/Parks & General Maintenance Employee is a working position requiring the person to wear many hats along with physically participating in any and all projects. The Harbormaster/Parks & General Maintenance Employee is responsible for all activities associated with the operations and maintenance of Thorne Bay's two Harbor Facilities, the Main Harbor and Davidson Landing Harbor, all activities associated with the maintenance and upkeep of City Parks, City Lands and City Buildings, including winter snow removal and ice management.

Qualifications: The Harbormaster/Parks & General Maintenance Employee should have a diploma from an accredited high school. Experience with marine operations and maintenance, parks operations and maintenance, budgeting, supervision, public relations and grant programs a plus.

Job Duties for each department are provided on the following page.

HARBORMASTER/PARKS & GENERAL MAINTENANCE EMPLOYEE DESCRIPTION OF JOB DUTIES

Associated duties included but are not limited to:

- Operation and Maintenance of public restrooms, boat launch ramps harbor parking areas, airplane float, grid, harbor/emergency services boat
- Supervise, manage and participate in the operation, repair and maintenance (including snow and ice removal) of all Thorne Bay Facilities, including all Harbor Facilities, public restrooms, boat launch ramps harbor parking areas, airplane float, grid, fish cleaning station, harbor/emergency services boat, Parks Facilities, Buildings, RV Park and Signs (except traffic control signs).
- Ensure all city facilities and uses meet all applicable state and federal regulatory standards and bring into compliance of standards within budgetary constraints.
- Assist with the preparation of the Harbor and Parks annual operating budget.
- Perform work in the field as a laborer in all weather conditions including snow removal from the city docks & recreational areas, and operating equipment.
- Meet and greet visitors to the area using City Facilities.
- Assist other departmental staff when requested.
- Enforce or cause to be enforced, all Rules and Regulations as set forth in the Thorne Bay Municipal Code that pertain to Harbors, Parking, Boat Ramps, Parks, City Lands and Buildings, including issuing citations.
- Work with the City Administrator on any changes or modifications necessary to carry out operations.
- Perform other duties as assigned by the City Administrator.

Harbor Facilities include, but are not limited to:

- Docks, ramps, gangways, parking areas, boat launches, mooring floats, seaplane floats and tie-down facilities.
- Operate, repair and maintain the city fish cleaning station.
- Enforce or cause to be enforced all City harbor rules and regulations.
- Operate, repair and maintain City sewer pump-out station at the harbor.
- Maintain or cause to be maintained vehicles and equipment assigned to harbors and ports.
- Maintain an inventory of equipment assigned to harbors and ports.
- Complete maintenance records or other documentation to provide information to validate equipment warranties and ensure safe harbors and port operations.

Parks Facilities includes but not limited to:

- Maintain or cause to be maintained parks grounds and equipment.
- Enforce or cause to be enforced all City Parks rules and regulations.
- Maintain or cause to be maintained vehicles and equipment assigned to Parks.
- Maintain an inventory of equipment assigned to Parks.
- Complete maintenance records or other documentation to provide information to validate equipment warranties and ensure safe Parks operations.
- Maintains bulletin boards and signs at the harbor and park facilities, promptly posting notices, materials, documents or other pertinent information relative to use, fishing regulations or other related notices or announcements for the benefit of the general public.
- Maintains or causes to be maintained free of litter all City Facilities and public areas.

RV Park, Buildings and Signs includes but not limited to:

- Maintain or cause to be maintained City Hall, Library, City Hall, VPSO Office and other related city structures.
- Assist Road and Street Department, Water and Sewer Department and Solid Waste Department with building and grounds maintenance and repairs and all other projects when requested.