



# ***HARBORMASTER/PARKS/GENERAL MAINTENANCE***

## ***CITY OF THORNE BAY***

June 2024

**Department:** Harbormaster/ Parks & Recreation

**Definition:** The Harbormaster/Parks & Recreation Supervisor 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 & Recreation Supervisor 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 & Recreation Supervisor 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, however, there may be a need to work varied hours or additional hours including weekends during summer and winter months. The Harbormaster/Parks & Recreation Supervisor shall be removed from city employment for just cause or if funding is not appropriated for the position.

**Summary:** The Harbormaster/Parks & Recreation Supervisor is a working position requiring the person to wear many hats along with physically participating in any and all projects. The Harbormaster /Parks & Recreation Supervisor 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. This position will be responsible for directing and supervising the part-time non-permanent Summer Parks employee. The harbormaster will be required to assist in other departments and projects when needed.

**Qualifications:** The Harbormaster/Parks & Recreation Supervisor should have a degree from an accredited high school. Experience with marine operations and maintenance, parks operations and maintenance, budgeting, supervision, public relations and grant programs a plus. Must have the ability to work alone, unsupervised and in adverse weather conditions.

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

*HARBORMASTER/PARKS & RECREATION SUPERVISOR*  
*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.
- 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.
- Assists Solid waste management and baling activities as needed.
- Perform other duties as assigned by the Mayor or 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.
- 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 Park 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 Streets & Roads Department, Water & Sewer Department and Solid Waste Department with building and grounds maintenance and repairs and all other projects when requested.