

CITY OF THORNE BAY

JOB ANNOUNCEMENT

The Harbormaster/Parks & Recreation Supervisor

FULL-TIME, PERMANENT EMPLOYEE

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

Open until filled

The City of Thorne Bay is accepting applications for a Permanent Full-time Harbormaster/Parks & Recreation Supervisor. Workdays will be Monday-Friday, 40 hours per week, with possible weekend hours. Pay starts at a Grade 7, Step 1, of the Alaska General Wage Scale (2024 Wage Scale at G6/S1 is \$26.62 an hour).

THIS POSITION IS OPEN UNTIL FILLED

General Responsibilities:

Applicants will be responsible for all activities associated with the operations and maintenance of Thorne Bay's two Harbor Facilities & Park grounds and facilities.

- Harbor Facilities include but are not limited to: Main Harbor & Davidson Landing Harbor. Associated activities included but are not limited to public restrooms, boat launch ramps harbor parking areas, airplane float, grid, harbor/emergency services boat and winter snow and ice management.
- Parks & Recreation Supervisor is responsible for all activities associated with the maintenance and upkeep of City Parks, City Lands and City Buildings.

Applicant must have the ability to work alone, unsupervised in adverse weather conditions.

Interested persons may apply online at www.thornebay-ak.gov/jobs, or pick up applications from Thorne Bay City Hall, 120 Freeman Drive, PO Box 19110, Thorne Bay, Alaska 99919. Direct all inquiries regarding the position to John Huestis, City Administrator, by phone at (907) 828-3380 or email administrator@thornebay-ak.gov.

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: June 2024

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

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 with weekly garbage collection 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.