

Job Announcement: Hat Island Harbormaster

**Open Date: December 1, 2022**

**Deadline for Applications: December 15,2022**

**General Description of Duties**

Under direction of Island Management, plan, organize and participate in all Hat Island Marina functions and activities, which includes space management, operation of all facilities, respond to emergency situations; direct seasonal staff and coordinate/or perform related work as required. The Harbormaster serves in position of trust and service to owners, as well as scrutiny, and must conduct him/herself accordingly at all times.

It is intended that management of the Hat Island marina is to be accomplished by the active and coordinated efforts of the Harbormaster and seasonal staff.

**Ability to:**

Perform maintenance and repair to the facility; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform manual labor; observe safety principles and work in a safe manner; follow written and oral directions; courteously respond to community issues, concerns and needs; communicate clearly and concisely, both orally and in writing; work a flexible schedule including evenings and weekends and establish and maintain effective working relationships.

**Representative Duties:**

- Work on, in close proximity with and/or around boats of varying sizes, docks, waterfronts, and moorage facilities year around in all weather conditions and on surfaces that may be unbalanced, slippery, moving, inclined and at varying heights above deep water.
- Monitor the movement of vessels in/out of the marina, insuring only property owners, and their guests use the marina
- Assist arriving and departing boats with mooring lines and power hook-ups, directing them to the appropriately sized slip
- Monitor the VHF radio call from vessels arriving to the island.
- Be courteous but firm in dealing with all marina users; calling for support from Island management in the event of a serious conflict
- Develop and implement a program for monitoring the condition of and undertaking a maintenance & repair program for dock facilities, equipment and surrounding area.
- Perform maintenance and repair to facilities; respond to emergency and/or weather situations as required; protect boats and other property, as necessary
- Ensure that work and all docking/mooring operations are conducted in accordance with all applicable safety standards, regulations and ordinances, including wearing a life preserver while working on the docks.
- Maintain a clean and functional loading area and the Hat Island Ferry dock.
- Meet and Greet the Ferry during arrival, and transport owners to and from their homes by driving the Rabbit Transit
- Perform maintenance and repair to facilities; respond to emergency and/or weather situations as required; protect boats and other property, as necessary

- Collect, organize, and record data for boat registers and logs associated with marina operations, including cash receipts, ensuring that honor envelopes and flag sheets are stocked.
- Develop the staffing schedule for the marina to ensure coverage which is adequate and appropriate for the season and reflects a reasonable balance of responsibilities and duties for the Harbormaster and seasonal help.
- Clean assigned facility area on a regular basis. Lift, carry, empty, clean, reline, and reposition trash containers on a regular basis
- Clean and/or coordinate maintenance and repair of public restrooms as well as order supplies as needed.
- Watch for, investigate, prevent, and report suspicious activities, improper use of facilities, to Island Manager as necessary.
- Aid in the response to hazardous materials spills and ensure containment according to established regulations
- Monitor usage of the uplands and parking areas; provide direction and assistance to ensure that the harbor parking areas are used efficiently and prioritized for Harbor guests during busy periods. Work with office staff on abandoned vehicles.
- Enforce all Marina rules and regulations; coordinate Island staff as required; confer with Island management as required, and assist in the on-going development of appropriate regulations for the Hat Island Community Association.
- Coordinate the activities of the marina with the Hat Island office as well as other public and private organizations; act as liaison with yacht clubs and other groups to encourage and expand use of marina facilities.
- Research improvements for services and facilities; develop, recommend and implement findings with the Marina Committee, Island Management.
- Plan, develop, coordinate, manage and host special events for the marina in accordance with the Hat Island marina community.
- Author quarterly articles for the Hat Island Community Association's newsletter.
- Serve as an official representative of the Hat Island Community Association in a position of public trust and service, with professional conduct essential.

### **Desirable Qualifications**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the Hat Island Marina
- Developing, recommending and implementing an effective preventive maintenance and repair program for Marina facilities.

- Developing, recommending and implementing goals, objectives, policies, procedures, work standards and internal controls for the marina.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Performing maintenance and repair of marina facilities, including responding to emergency situations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work. Laws, regulations and rules related to the operation of marinas, including navigational rules and regulations.

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Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree, or two years of experience in directing the operations and maintenance of a public or private marina. Additional experience as outlined above or in performing marina operations and/or maintenance work may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree is desirable. Other desirable areas of applicable experience which will be considered include:

- Firefighter, fire protection and/or EMS
- Major facility or business redevelopment and improvement
- Marine industry
- Boating and SCUBA

Minimum Requirements:

Minimum 21 years of age. Must possess (or be able to obtain) a valid Washington State driver's license and have a satisfactory driving record.

Working Conditions:

Must be willing to respond to off-hours emergencies and to work weekends and holidays.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect marina facilities and surroundings; strength and stamina to perform minor-to-moderate maintenance and repairs to marina facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to operate a small powerboat and to swim 25 yards unassisted.

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

**Key Success Factors:**

- Relations with marina users are polite but firm.
- All marina facilities are maintained in good working order and reported to management when issues are identified.
- The marina and picnic area rest rooms are checked frequently and maintained in a clean, orderly and functional manner.
- Boats are assigned to slips on weekends so as to maximize the number of boats in the marina.
- All appropriate fees are collected and accurately accounted for.
- Boats are checked for active annual moorage status and fees are collected.
- Abandoned cars are identified and removed from island in an expeditious manner.
- The Hat Island Yacht and Golf Club reciprocal moorage agreement is enforced.
- The Hat Island/PSYC moorage agreement is enforced.

Compensation:

The position is a full-time, exempt position averaging 32 hours a week, 20-25 hours a week during low season and 40 hours a week during high season. The pay range is \$22.00-\$26.00 per hour depending on experience. In addition, Hat Island offers health care. All HICA full-time and regular part-time employees are eligible to earn paid vacation based on the number of hours worked. A new employee begins accruing vacation at the start of employment. HICA offers a SIMPLE IRA program, with matching funds of 3%.