



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Dock Assistant (9131)	Opening date	January 5, 2015
Department	Harbor Master	Closing date	Open Until Filled
Salary range	\$8.50 - \$14.00 hour		

General statement of duties

Assists Harbor Master in the operation of the City Dock facilities and other assigned City properties; greets and assists boaters; collects fees; does other related work as required.

Distinguishing features

The employee in this class is responsible for serving in the public eye in the performance of routine operating tasks of a repetitive nature including simple maintenance duties. Excellent interpersonal and communication skills are essential, as is a friendly, outgoing personality. The Dock Assistant works under general supervision on routine recurring assignments, receiving specific instruction on each new or unusual assignment. The Harbor Master's Office is open 24 hours a day seasonally. Work schedule will include the requirement to work nights, weekends and certain holidays in all weather conditions.

Examples of work (illustrative only)

- Assists vessels and crews arriving at City Dock slips and bulkheads to tie up safely;
- Collects dock and other user fees;
- Answers questions from customers about facilities and local services;
- Answers telephone inquiries;
- Communicates with Harbormaster vessels and visiting vessels by both VHF radio and telephone;
- Assists on City Patrol Boats and/or Pump-out Boats under supervision of Boat Captain;
- Operates simple computer-based accounting program for totaling daily receipts and reconciling collected and assigned cash;
- Inspects docks and slips for safety hazards;
- Performs minor repairs;
- Delivers packages and messages;
- Helps to maintain clean facilities and premises;
- Performs other duties as directed and instructed by various Supervisors.

Required knowledge, skills and abilities

Ability to understand and follow simple oral and written directions; thoroughness; persistence; dependability; good physical condition; ability to calculate fees; ability to calculate rentable time intervals; ability to keep records and accurately handle money; ability to identify potential problems with the public and to deal pleasantly, quickly, and tactfully with the public in a variety of circumstances; ability to read manuals and directions, and to write log entries, receipts, and narrative reports if requested; ability to give directions; ability

to walk the docks, and to see and recognize identifying characteristics of persons and boats; ability to work days, evenings and nights during the hours of darkness, weekends and holidays; ability to keep records and make reports. Excellent interpersonal and communication skills are essential.

Acceptable experience and training

Some job-related experience and completion of at least Tenth Grade in a standard high school curriculum. Boat operating experience is highly desirable. Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

Additional Requirements

Minimum Age at time of employment – 16. Position available April 15 – November 15, work up to 35 hours per week, including evenings, nights, weekends and certain holidays.

Americans with Disabilities Act

Physical ability: Ability to swim; ability and agility to safely board and safely and efficiently perform duties aboard various boats in various weather conditions in daylight and at night; ability to safely bend, jump, and lift at least 30 pounds intermittently; ability to assist various types of boats, ability to withstand working outside in extreme weather conditions; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard five (5) drawer filing cabinets.

Visual ability: To effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: Sufficient to communicate effectively with other individuals in person and over a telephone and radio.

Freedom from mental disorders which would interfere with the performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.