



**City of Annapolis**  
**Office of Human Resources**  
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 Annapolis, MD 21401-2535

• 410-263-7998 • Fax 410-295-7999 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

<i>Position</i>	<u>Dock Assistant (9131)/ Assistant Harbormaster</u>	<u>Open date: July 12, 2021</u>
<i>Department</i>	<u>Harbor Master</u>	<u>Close date: Open until filled</u>
<i>Salary Range</i>	<u>\$12 - \$15 per hour</u>	

**Must be available to work during month of August, and weekend days throughout fall months.**

### **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. Assists Harbor Master in execution of the waterside responsibilities of the division in compliance with Title 15 of the City Code;

### **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. Work schedule will include the requirement to work nights, weekends and certain holidays in all weather conditions. When operating Harbormaster boats, responsible for the safe performance of routine, on-water operations, public relations, collecting fees, enforcing City Code and assisting in processing violations as directed. 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. The Dock Assistant and Assistant Harbormaster work under general supervision on routine recurring assignments, receiving specific instruction on each new or unusual assignment.

### **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.
- Operates Patrol Boat(s) to obtain revenues for the City in the form of daily fees for public moorings use, and maintains a daily log of vessels utilizing public moorings for record;
- Operates Pump-out Boat(s) to State and local operational standards, and provides efficient and sanitary removal of effluent from vessel holding tanks as requested;
- Provides excellent customer service to residents and visitors in the performance of all duties;
- Daily inspections by boat through City waters, and the clearing of no anchoring zones, if necessary;
- Assists in the training of part-time employees, as requested/directed;
- Maintains an updated daily log of city boats and activities;
- Maintains and updates a daily log of all vessels anchored in City waters;
- Maintains and updates a log of all City-approved private mooring balls;
- Maintains and coordinates communication between the offices, Patrol Boats, Pump-out Boat, incoming vessels and employees with VHF marine band radio, public safety radios and telephones;
- Answers questions from customers and local boaters about facilities and local services;
- Answers questions concerning Harbor Master activities and procedures;

### **Required knowledge, skills and abilities**

#### Required to have a valid Drivers license and Boaters Safety Certificate

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.

For Assistant Harbormaster: U.S. Coast Guard License is preferred. Candidates without a USCG license may demonstrate knowledge, ability and proficiency through a combination of documented experience, education, training and examinations including any combination of. Some job-related experience at the level of Deputy Harbor/Marine Police, Navy or Coast Guard or equivalent. Completion of two (2) years of college courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; completed courses in CPR, Water Safety and Coast Guard courses in Rules of the Road and Seamanship or equivalent of experience and training.

## **Additional Requirements**

Minimum Age at time of employment – 16. Can work up to 29 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.

Ability to communicate effectively with other individuals in person and over a telephone and radio.

## **Application process**

Candidates must complete a City of Annapolis application form. The application is on-line at <https://www.annapolis.gov/237/Jobs-with-the-City>. Paper applications are also available by contacting Human Resources at 410-263-7998.

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.