



JOB DESCRIPTION – HARBOR ASSISTANT

Job Title	Harbor Assistant	Department	Port-Harbor
Reports to	Harbormaster	Salary Level	VI A: \$27.19/hr
Classification	Non-Exempt	Date	03.25.2026

I. General Description

This position is responsible for assisting in operation of boat harbor and area launch site, including Wood River boat launch and Kanakanak Beach facilities.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

- Collect and distribute fees, receipts and harbor stickers and maintain records of all water craft using boat harbor, Wood River, or Kanakanak beach facilities.
- Daily monitoring of harbor docks and equipment.
- Check for harbor stickers on all boat trailers at Kanakanak, Wood River and small boat harbor.
- Monitor conditions of all launch and docking facilities and surrounding areas to ensure safety and efficiency.
- Maintain floating dock surfaces on a regular basis during season.
- Monitor condition of bathhouse daily when in season
- Monitor marine and vehicle traffic within the boat harbor.
- Maintain grounds including regular trash pick-up.
- Operate equipment (Bobcat tractor and harbor skiff) and power tools
- Other duties as assigned by Harbormaster

IV. Knowledge, Skills and Abilities

Skills & Abilities:

An applicant must demonstrate the following skills and abilities:

- Ability to operate a personal computer and use word processing and spreadsheet software.
- Interact with the public in a courteous, helpful and professional manner.
- Work with co-workers, outside agencies, and vendors in a professional manner.
- Money handling skills, desired.



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V. Education and Experience

Education:

- High school diploma or General Equivalency Degree (GED), preferred.
- Must be at least 18 years of age

Experience:

- Prior experience operating equipment and vessels preferred.
- Experience in harbor operations preferred.

VI. Certification and Training

- Valid Alaska driver's license required.
- CPR and AED training preferred.

VII. Supervisory Responsibility

None

VIII. Scope of Employment

Temporary / Full-time / Seasonal (Mid-May to Mid August)

IX. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

City Manager: _____