

**CITY OF GUSTAVUS, ALASKA  
MARINE FACILITIES COORDINATOR  
REGULAR NONEXEMPT POSITION DESCRIPTION**

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**Title:** Marine Facilities Coordinator

**Nonexempt Regular Position**

The Marine Facilities Coordinator position is a nonexempt, regular full-time and intermittent position with duties from mid-April to the end of December each year.

**Supervisor:** Mayor or Mayor's designee

**Summary:** From mid-May to mid-September, the Marine Facilities Coordinator is expected to work 36 hours per week, but with flexible hours to oversee harbor activities six days per week as scheduled by supervisor. Generally, there will be early morning and mid-afternoon work periods. The work locations are at the Gustavus dock on Icy Passage and at the Boat Harbor on the Salmon River. The Marine Facilities Coordinator duties also includes servicing the beach restroom near the dock, the restroom in Salmon River Park, and conducting clean-up activities on the State-owned, City managed, beach tracts adjacent to the Gustavus dock.

During the intermittent periods, the Marine Facilities Coordinator will continue to clean and maintain the City's restrooms as long as they are open for public use. Additionally, the Marine Facilities Coordinator may be requested to conduct light maintenance work on City-owned buildings and facilities, engage in planning activities for Gustavus Marine Facilities, and other duties as assigned.

**Essential Duties and Responsibilities**

1. Provides boat operators at the Small Vessel Float System with information pertinent to the use of the facility and monitors float usage.
2. Enforces all applicable ordinances and policies related to the operation and use of all City of Gustavus marine facilities, including issuing notices of violation to non-compliant users of marine and upland parking and staging facilities.
3. Collects day-use fees.
4. Observes vessels and notifies vessel owners regarding dangerous conditions affecting the safety of their vessel or causing a hazard to other facility users. Informs owners/operators of defective mooring lines and whether the vessel could pose a danger to other nearby vessels or property.
5. Assists with Boat Harbor clean-up.
6. Performs minor maintenance activities.
7. Assists in relocating floats to and from the Salmon River as needed for winter storage.
8. Cleans and maintains the City's restroom facility near the dock and in Salmon River Park with cleaning tools and supplies provided by the City.
9. Hauls bagged trash and recyclables from beach restroom facility to the Disposal and Recycling Center adjacent to the Boat Harbor.
10. Walk through the lands adjacent to the Gustavus dock to document use and clean up trash and debris left by visitors.
11. Provide end of season report to the Gustavus City Council (written and verbal).

**Qualifications: Education and Experience**

1. Graduation from high school or GED equivalent.
2. Experience working with boats and harbor operations (desired).
3. Alaska Driver License.

**Knowledge, Skills and Abilities**

1. Using basic tools and equipment needed for minor maintenance.
2. Performing work requiring good physical condition.
3. Exercising sound judgment in evaluating situations and in making decisions.
4. Knowledge of boat operation.
5. Ability to deal with facility users with tact and courtesy.

**Other Requirements:**

1. Eighteen years of age or older at time of hire
2. Provide personal vehicle for transportation between work locations and for weekly hauling of trash and recyclables to the Disposal & Recycling Center (DRC)
3. Provide personal cell phone for contacting supervisor or notifying of an emergency or incident
4. Transportation Worker Identity Credential (TWIC) card helpful

**Physical Demands**

1. The ability to tolerate weather extremes when necessary to carry out duties of the position.
2. The ability to perform moderately demanding physical work involving climbing, kneeling, crawling and balancing.
3. The ability to lift and/or move up to 50 pounds.
4. The ability to assist with the seasonal removal or replacement of the wood or steel floats, seasonally located at the City's Small Vessel Float Facility.
5. The ability to assist with minor repair of the wooden floats.

**Work Environment Conditions**

1. The work environment includes the City's Small Vessel Float Facility, consisting of a series of wooden floats that are situated in a semi-protected area of the State dock. The floats can be slick when wet and footing can be unstable and the City's Salmon River Small Boat Harbor (boat launch facility and upland long- and short-term parking and vessel staging areas).
2. The Marine Facilities Coordinator will be exposed to cold, wet, and windy conditions, with rough seas.
3. The Marine Facilities Coordinator will work near moving vehicles and moving mechanical parts.
4. The Marine Facilities Coordinator may be exposed to engine exhaust products.

**Notice**

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip or has received approval from the City Administrator.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

**The City of Gustavus is an Equal Opportunity Employer**