

CITY OF FALSE PASS  
JOB DESCRIPTION  
HARBORMASTER

APPOINTMENT - By City council  
SUPERVISOR - Mayor  
WAGE - Range 9, DOE  
WORK SITE - Harbor, Docks, City Office  
HOURS OF WORK - Up to 40 hours a week in busy months  
CLASSIFICATION - Regular Full Time, the Harbormaster however holds office at the pleasure and approval of the City council

MINIMUM QUALIFICATIONS

1. High School graduate or equivalent (GED)
2. Ability to type and experience with computers preferred.
3. Experience in dealing with the public.
4. Ability to work cooperatively with others.
5. Demonstrated ability to manage assigned projects.
6. Ability to follow budgets.
7. Ability to work with minimal supervision and carry out duties.

JOB DESCRIPTION

Under the immediate supervision of the Mayor and under the direction of the Mayor and City council the Harbormaster shall carry out all duties as directed: These include supervision and control of the harbor and the respective docks including City Sheetpile Dock, City Wooden Dock and Boat Harbor. The harbormaster enforces the municipality's ordinances, harbor and dock laws. Examples of work, may include: Keeping records of all boats moored in the harbor and docks; keeps registration paperwork up to date, collects payment as necessary, assisting with budget, purchasing necessary equipment and supplies, provides assistance to vessels in distress or difficulty in the harbor, oversees and performs the maintenance and repair of floating docks and gangway.

This job description is not intended to be all-inclusive. Employees may perform other duties as negotiated and assigned to meet the ongoing needs of the City.

For more information, please contact: [cityoffalsepass@ak.net](mailto:cityoffalsepass@ak.net).