

JOB DESCRIPTION

Deputy Harbormaster

Date Prepared: October 2024

SUMMARY: Under general supervision, performs law enforcement, safety, security, parking, traffic, marina management and other functions of the District; assures effective enforcement of state and federal regulations, and District policies and procedures.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Patrols harbor and adjacent District facilities on foot or in a harbor vehicle or vessel to detect or prevent crime; monitors police and fire radio frequencies and responds to calls for service as necessary. Provides a variety of customer services, including greeting public and explaining policies, procedures, harbor services and fees to customers; sells parking and berth permits to customers.
- Manages customer parking, launch ramp, and berthing to ensure orderly use of facilities; contacts customers and/or Maintenance personnel to notify them of discrepancies and assists with correcting deficiencies; inventories vehicles and vessels to ensure appropriate fees are collected and rents are current.
- Trains staff on work methods, procedures, and techniques; coordinates maintenance and servicing of District vehicles, boats, equipment, and tools with Facilities Maintenance and Engineering staff.
- Participate and qualifies in annual training in the field of use of force, baton, chemical agents.
- Monitors, reviews, and manages client lists and waiting lists, and assists with customer service.
- Enforces California Harbors and Navigation Code, vehicle code, and District ordinances and rules; issues citations as needed to assure the safety of people and the integrity of property in the harbor.
- Administers first aid and coordinates activities within harbor with outside law enforcement agencies.
- Prepares incident reports, citations, property reports and special reports as assigned.
- Performs marine search and rescue services in cooperation with US Coast Guard, State Parks Lifeguards and other outside agencies.
- Respond to hazardous material spills; coordinate cleanup efforts with outside agencies as needed.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Prepares reports and correspondence in accordance with District standards.
- Ensures communication up chain of command.
- Oversees activities of part-time, seasonal staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND one year of experience in marine equipment operations; OR an equivalent combination of education, training, and experience.

Knowledge of:

- District organization, operations, policies, and procedures.
- State and federal regulations, City and County Codes and ordinances, and District policies governing harbor and marine operations.

Skill in:

- Understanding, interpreting and applying State and local laws and regulations, department policies and procedures, and other technical literature pertaining to law enforcement.
- Reacting quickly and calmly in emergency or hazardous situations and adopting an effective course of action.
- Observing and remembering facts and details of incidents.
- Obtaining information through interview and observation.
- Writing clear, accurate and grammatically correct reports.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Learning standard broadcasting procedures of a police radio system.
- Understanding the operations of the harbor and facilities, and using a variety of boats, vehicles and equipment.
- Interpreting and explaining federal, state and local rules and regulations, and District policies and procedures.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. State of California POST PC 832 course-training certificate must be obtained within six months of date of appointment. Completion of first aid, CPR and Basic Boating (40 hour DBW course) training required within 12 months of date of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in internal and external environments with exposure to inclement weather, hazardous seas and varying temperatures; must maintain a level of physical fitness to meet Department standards. Must be able to swim and self-rescue.