



**City of Gustavus, Alaska**  
**Marine Facilities Coordinator (MFC)**  
**Position Description**

**Title:** Marine Facilities Coordinator

**Regular Seasonal Non-Exempt Position:** The Marine Facilities Coordinator position is a regular non-exempt seasonal position with duties from early/mid-April through the end of October, with a maximum of 36 hours per week. There may be some intermittent hours needed during the off-season for unforeseen emergencies and minor special projects.

**Supervisor:** City Administrator

**Work Location:** City of Gustavus Owned and or Managed Properties

**Summary:** From mid-May to end-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 with 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 City of Gustavus Small Boat Harbor on the Salmon River. The Marine Facilities Coordinator duties also include servicing the beach restrooms near the dock, the restrooms at the Salmon River Park, and conducting clean-up activities on the State-owned, City-managed, beach tracts adjacent to the Gustavus Dock. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodations. During the off-season periods, the Marine Facilities Coordinator may 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:**

- Provides boat operators at the Small Vessel Float System, with information pertinent to the use of the facility and monitors float usage.
- 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.
- Collects day-use fees.
- 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.
- Maintains harbor facilities in clean and orderly condition and manages and oversees contracted harbor cleanup projects.
- Performs minor maintenance activities in and around City and City-managed properties.
- Assists in relocating floats to and from the Salmon River or local environs, as needed for winter storage.



- 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.
- Hauls bagged trash and recyclables from beach restroom facility and beach park to the Disposal and Recycling Center (DRC) adjacent to the boat harbor.
- Walks through the lands adjacent to the Gustavus dock to document use and clean up trash and debris left by visitors.
- Procures, cleans and maintains signage for the marine facilities and City-managed beach areas.
- Attends Council meetings when necessary and provides quarterly and special reports to the Gustavus City Council (written and verbal).

**Required Minimum Qualifications - Education and Experience:**

- Graduation from high school or GED equivalent.
- Experience working with boats and dock and harbor operations.
- Valid Alaska Driver License and able to maintain insurability as determined by the City's insurance carrier.

**Desirable Knowledge, Skills, and Abilities:**

- Uses basic tools and equipment needed for minor maintenance.
- Performs work requiring good physical condition.
- Exercises sound judgment in evaluating situations and in making decisions.
- Knowledge and practice of safe vessel operation and safety protocols on and around facilities and equipment.
- Ability to manage the public and facility users with tact and courtesy.

**Other Requirements:**

- Eighteen years of age or older at time of hire.
- Provide personal vehicle for transportation between work locations and for hauling of trash and recyclables to the Disposal & Recycling Center (DRC) for which the City will provide a mileage reimbursement.
- Provide personal cell phone, if preferred over a city issued phone, for conducting city business.
- Transportation Worker Identity Credential (TWIC) card, safety certifications such as Vessel Safety Training, a current 40-hour HAZWOPER, First AID/CPR, or the willingness to obtain same is valuable.

**Physical Demands:**

- The ability to tolerate weather extremes when necessary to perform duties of the position.
- The ability to perform moderately demanding physical work involving climbing, kneeling, crawling, and balancing in a variety of locations and conditions.



- The ability to lift and/or move up to 50 pounds; and occasionally up to 75 pounds, providing that the employee may seek assistance.
- 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.
- The ability to perform minor repair of the City's Small Vessel Float Facility.

**Work Environment Conditions:**

- The work environment includes the City's Small Vessel Float Facility, consisting of a series of wooden and steel 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 both there and at the City's Salmon River Small Boat Harbor (boat launch facility and upland long-term and short-term parking and vessel staging areas).
- The Marine Facilities Coordinator will be exposed to cold, wet, and windy conditions, with rough seas and possibly the presence of large marine mammals.
- The Marine Facilities Coordinator will work near moving vehicles and moving mechanical parts.
- The Marine Facilities Coordinator may be exposed to engine exhaust products.

**Notice**

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

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**