



## CITY OF PORT LAVACA

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<b>JOB TITLE:</b>	<b>Harbor Master</b>
<b>DEPARTMENT:</b>	<b>City Administration</b>
<b>JOB CODE:</b>	<b>5210</b>
<b>EXEMPT:</b>	<b>Salary</b>

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### **JOB SUMMARY:**

Under the general administrative direction of the Port Commission/City Manager, incumbent holds responsibility for maintenance of all property under jurisdiction of the Port Commission of the City of Port Lavaca; coordinates use of Port Commission facilities with lessees of building space, boat slips and/or dock spaces; responsible for service contracts covering maintenance in Port Commission properties; prepares reports of activities; attends all Port Commission meetings and presents recommendations regarding activities and/or repairs and improvements to Port Commission properties; works under general instructions and supervision and is expected to exercise good judgment in accomplishment of responsibilities; work is coordinated through and subject to review of City Manager for achievement of desired results and adherence to policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsibility for performing a variety of maintenance of property under the jurisdiction of the Port Commission.
- Make inspections of property under Port Commission jurisdiction, including marina docks, wharves, bulkheads, building and grounds, and etc. to determine condition.
- Manage leases and payments on rental property and assists in collection of delinquent accounts and evictions.
- Performs minor repairs and maintain cleanliness of Port Commission properties.
- Receives reports/complaints from lessees regarding condition/use of Port Commission properties.
- Prepares reports of all Port Commission activities.
- Attends all Port Commission meetings.
- Makes recommendations regarding improvements, repairs of Port Commission properties and leases.
- Participates in marketing Port Commission properties.
- Prepares appropriate information for the formulation and development of the Port Commission budget.
- Manages contracts covering maintenance of Port Commission properties.
- Knowledge of state and federal regulatory organizations, their functions and requirements as they relate to this post.
- Ensuring continuous improvement of customer service and quality standards.
- Perform other tasks as assigned.

**PHYSICAL REQUIREMENTS:**

Is required to work in wet, slippery areas with narrow walking space adjacent to deep water, and on and over rough, uneven ground adjacent to harbor areas; may be exposed to hazardous chemicals, dust, and fumes; required outside work in all weather conditions, including wet, stormy, windy and extreme heat and cold; must have good memory recall and reading comprehension skills to keep abreast of laws, rules and regulations affecting municipal harbor operations, terms of lease agreements and regulations affecting collection of tariffs; be able to work under stressful conditions, often with irate or uncooperative facility lessees, have ability to understand instructions and implement requirements of leases, laws, rules and regulations affecting Port Commission operations, ability to interact well with a wide range of service contractors, lessees, industrial business leaders, elected and appointed officials, staff, employees and the general public under conditions, ranging from normal to extremely stressful; available to attend out of town, (some multi-day) seminars and/or training programs as required; must have a good driving record.

**OTHER JOB FUNCTIONS:**

- Takes information from and gives information to lessees and prospective lessees and acts as primary contact to lessees.
- Coordinates work with engineering firms regarding specifications, schedules, permits and grants and provides site management for Port Commission projects.
- Aids in coordinating enforcement of all laws, rules and regulations affecting Port Commission properties.
- Ability to respond to emergency situations which could require accommodating on-call working and/or unsociable hours.
- Position may be part time.
- As assigned by supervisor.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:**

- High School Diploma or equivalent.
- Texas Driver Licenses, Class "C".

**REQUIRED EXPERIENCE, ABILITY, KNOWLEDGE AND SKILLS;**

- Working knowledge of harbor operations, maintenance and repairs.
- Ability to work independently with good organizational skills and having working knowledge of policies and regulations pertaining to operation/management of marinas, docks, and harbors.
- Follow written and/or oral instructions and perform assigned duties effectively and efficiently;
- Establish and maintain effective working relationships with lessees, Port Commission officials, City employees and the general public.

**ADDITIONAL DESIRABLE EDUCATION OR SKILLS:**

- Knowledge and experience of harbor operations and marine experience useful.