

**TOWN OF PORT MCNEILL
HARBOUR MANAGER**

POSITION SUMMARY

JULY 23, 2014

Reporting to the Administrator, this position is responsible for the efficient day-to-day operation of the Municipal Marina and Small Craft Harbour Marina in the Town of Port McNeill. This working position requires co-ordination and monitoring of personnel, equipment and materials. The person in this position is allowed independence of judgement in dealing with work problems and delegates tasks as required. There is a requirement to prepare oral and written schedules, reports and sketches and this position assumes responsibility for efficient day-to-day operation of all Harbour functions. The Harbour Manager shall supervise all employees within the Harbour and shall be responsible for all of their actions and behavior at all times during their required working day.

DUTIES AND RESPONSIBILITIES

1. Assumes responsibilities of Harbour Managers as outlined in the Fisheries and Oceans Harbour Manager Pocket Guidebook www.glf.dfo-mpo.gc.ca :
 - Maintaining daily logbook activities
 - Collecting fees and issuing receipts
 - Enforcing the policies at the Harbour
 - Ensuring that all users have a signed user agreement
 - Ensuring that all users have insurance
 - Implementing safety, operational and environmental management plans
 - Assigning berthage and storage space
 - Supervising parking and access to the wharfs
 - Performing daily, weekly, monthly facility inspections
 - Ensuring that all hoists, haul outs and fire extinguishers are inspected and certified annually
 - Ensuring that life rings are in place, and first aid kits and spill kits are kept replenished
 - Ensuring that the wharf and property are kept tidy and free of hazards
 - Supervising the disposal of solid wastes and waste oil
 - Handling emergencies and report any accident, damage etc. to the Administrator
2. Is responsible for purchasing equipment and necessary supplies in cooperation with other Town of Port McNeill departments and staff.
3. Be able to perform all the duties and responsibilities of the Harbour.
4. Operate the Harbour in an effective and business-like manner.
5. Make recommendations regarding commendations and/or disciplinary actions for department employees.
6. Report to the Public Works Department any maintenance or major repairs required to be completed.
7. Undertake the supervision, scheduling and management of part time personnel who may be assigned to the Harbour Manager.
8. Other duties as may be assigned.

Note

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work. The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

1. Hold a valid Class 5 BC Drivers Licence.
2. Completion of grade 12 education.
3. Knowledge of VHF radio.
4. Hold Personal Water Craft Certification.
5. Knowledge of, and experience with office computer programs, word, excel, desktop publishing and Quick books.
6. Must be physically capable of carrying out assigned duties in all weather conditions.
7. Must be able to communicate effectively in both oral and written form, in English, with other employees, supervisors and the general public.
8. Must be able to carry out assigned tasks and duties with a minimum of direction and/or supervision.
9. Must have the ability to maintain pleasant relations with the public even under adverse conditions or circumstances and must be able to exercise courtesy and tact when dealing with employees and public.
10. Must have the ability to correctly decipher, interpret, understand and transmit both verbal and written instructions to subordinates and supervisors.
11. Must have the ability to estimate, plan schedule, assign direct and supervise work.

DESIRED SKILLS AND EXPERIENCE

1. Harbour experience at a Municipal or Federal Harbour.
2. Experience in oil spill response.
3. Proficiency using the Microsoft Office programs such as Word, Excel, Outlook and PowerPoint.