



Posted  
August 11, 2017

## **JOB OPPORTUNITY: Harbormaster I**

Salary Range: \$47,609 - \$74,237

APPLICATION SUBMISSION DEADLINE: 5:00pm September 8, 2017 or until filled

**THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF HARBORMASTER I FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

**For a Detailed Job Description, visit The PORT's website at [www.portofh.org](http://www.portofh.org)**

### **APPLICATION SUBMISSION REQUIREMENTS:**

- 1) **COVER LETTER** (**Include salary history & salary requirement**)
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

**HOW TO APPLY:** Applications will be accepted via one (1) of the following two (2) methods:

- **BY EMAIL** (attach all documents in a single combined PDF format in order as 1-4 above):  
HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)  
HR-HARBORMASTER I-RECRUITMENT

OR.....

- **BY US.POSTAL SERVICE:**  
THE PORT OF HUENEME  
HARBORMASTER I  
Attn: #345 HR-RECRUITMENT  
567 West Channel Islands Blvd.  
Port Hueneme, CA 93041

**HARBORMASTER I**

<b>POSITION TITLE:</b>	HARBORMASTER I
<b>DEPARTMENT:</b>	60- OPERATIONS
<b>BARGAINING UNIT</b>	SERVICE EMPLOYEES INTERNATIONAL UNIT, SEIU Local 721
<b>RATE RANGE</b>	HOURLY: \$22.89 - \$35.69 ANNUAL SALARY: \$47,609 - \$74,237
<b>POSITION DESCRIPTION: Watch #1 2130 – 0730 (Graveyard)</b>	
<p>The Harbormaster I performs entry-level Harbormaster work at the Port. The Harbormaster I is a liaison between the Port and maritime users of Port facilities. This class is distinguished from Harbormaster II in that the latter is a journey level class responsible for overseeing and administering a variety of activities in support of the maritime industries operating at the Port. Under direction, the Harbormaster I monitors, inspects and coordinates the use of Port properties, terminals and facilities and private vessel moorings with tenants, terminal operators, cargo ship personnel and their agents, commercial fishing vessel operators and stevedoring representatives; ensures quality customer service and compliance with Port tariff rules and regulations, and with relevant safety and security regulations; and performs related duties as assigned.</p> <p>This position provides a wide variety of inspection, administrative and customer-service and customer relations duties in an assigned group of cargo, offshore support, and/or commercial fishing marine terminals. Incumbents receive work direction from the Harbormaster Supervisor.</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION</b></p> <p>In addition to the Position Description, the Harbormaster I will:</p> <ol style="list-style-type: none"> <li>1. Enforce provisions, rules and regulations in the District’s Port Terminal Tariff.</li> <li>2. Act as Facility Security Officer (FSO) designee as directed.</li> <li>3. Patrol all areas of the District property and facilities and conduct routine defined safety/security rounds of the Port area.</li> <li>4. Provide guidance to contracted security personnel and provide temporary relief for unscheduled breaks.</li> <li>5. Assist port pilots with the alignment and placement of ships and barges along their assigned berths.</li> <li>6. Communicate with all inbound and outbound vessels via marine band radio to insure safe and orderly vessel traffic control in harbor waters.</li> <li>7. Ensure that all appropriate actions and notifications are made in the event of an oil spill or discharge of any hazardous materials.</li> <li>8. Contact, communicate and coordinate with the required Federal, State or local agency having operational area jurisdiction as an incident dictates.</li> <li>9. Act as liaison between District administration and its customers as necessary.</li> <li>10. Control and direct all vehicular traffic in harbor area and enforce traffic and parking regulations.</li> </ol>	

11. Identify damage done to District property, locate the responsible party and generate damage/incident reports as required.
12. Constantly monitor activities within Port boundaries related to navigation, cargo handling, vehicular traffic, and port access.
13. Arrange shifting of berths for fishing boats, offshore support vessels and other small craft to provide berthing for ships, barges and other large vessels as necessary.
14. Implement directives from the Harbormaster Supervisor relative to the berthing and cargo operations of ships on Naval Base Ventura County (NBVC) Joint Use Area (JUA).
15. Receive calls and record messages in the absence of the Harbormaster Supervisor.
16. Maintain a daily log of vessel movements and cargo operations conducted on District and JUA docks.
17. Maintain and prepare a reference of index cards containing the ship's registry and characteristics including taking photographs of those deep draft vessels in port as necessary.
18. Maintain clear access for emergency vehicles to District facilities and performs other safety related tasks as required.
19. Check water meter and record the quantities of water taken by any and all vessels on District docks.
20. Ensure removal of obstructions and debris left behind on the docks and in staging areas by port users after each cargo operation.
21. Immediately report to the Harbormaster Supervisor, FSO, and/or the appropriate public safety agency of all illegal or unauthorized incidents such as breach of security, fires, accidents, injuries, vandalism, unauthorized entries, unexpected gatherings, workplace violence, labor strife, etc.
22. Turn on lights in work areas as needed.
23. Periodically inspect the small craft moored at District floating docks for the purposes of: a) determining if there are unauthorized persons on board, b) detecting pilferage or vandalism, c) determining the adequacy of mooring lines during inclement weather, d) detecting evidence of taking aboard water, and e) other reasons as required or assigned.
24. Be responsible for additional duties as required to support Harbormaster II including shift coverage in their absence.
25. Perform related duties and responsibilities as assigned.

**MINIMUM REQUIREMENTS:**

1. High school diploma or equivalent.
2. Two years of accounting, managerial or responsible clerical experience in the steamship or marine terminal industry, a commercial fishing harbor, or similar work requiring a knowledge of marine

shipping practices, tariffs, and port operations. College education can substitute for part of the experience.

3. Ability to communicate professionally and clearly with the capacity of exercising authority in a professional and reasonable manner.

4. Ability to professionally interact with co-workers, port customers and dock workers.

5. Valid California Driver's license and capable of driving District's vehicles.

6. Ability to perform work requiring extensive standing and bending motion, walking on uneven and inclined surfaces, and climbing ladders and ramps.

7. Ability to work variable work schedules.

- Incumbent must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e.; must be able to successfully obtain a Transportation Workers Identification Card, (TWIC)