

CITY OF BRISBANE

HARBORMASTER

Definition

Under direction of the City Manager, plans, organizes, provides direction and oversight to and participates in all City Marina functions and activities, which includes the rental of docking space and the maintenance and operation of all facilities; develops marketing and usage plans for the Marina and associated facilities; responds to emergencies and protects boats and related property in such emergency situations; and performs related work as required.

Class Characteristics

The Harbormaster directs and participates in all activities of the City's Marina, including developing proposals for expansion of services and marketing of existing services as well as participating in day-to-day operations and maintenance functions. Responsibilities include coordinating the activities of the department with those of other City departments that relate to Marina activities. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering departmental goals and objectives within general policy guidelines.

Examples of Duties (Illustrative Only)

- Develops and upon approval, directs the implementation of goals, objectives, policies, procedures and work standards for the Marina; prepares and administers the Marina division's budget.
- Plans, organizes, administers, reviews and evaluates the work of public services support and maintenance staff.
- Provides for the selection, training, and work evaluation of staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Oversees the rental of slips to the public; provides information to tenants and ensures that all policies and procedures are explained and understood; directs the billing, receipt, deposit and accounting of all monies received.
- Responds to requests for service from tenants and potential customers; ensures that facilities and equipment are maintained in a safe, clean and orderly condition; addresses security, navigational, noise, trash and other issues, as required.
- Develops and implements a preventive maintenance program for Marina facilities in concert with other City parks and recreation maintenance activities; administers construction and maintenance contracts and confirms payment for work performed.
- Enforces all Marina rules and regulations; uses the assistance of City police and maintenance staff as required; confers with the City Attorney as required.
- Coordinates the activities of the department with those of other City departments and other public and private organizations; acts as liaison with yacht clubs and other groups who may use Marina facilities.
- Researches improvements for services and facilities; develops, recommends and implements a Marina marketing program; coordinates and hosts special events.
- Performs minor maintenance and repair to facilities; responds to emergency and/or weather situations as required; protects boats and other property, as necessary.

- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Directs the maintenance of and maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends and implements policy and procedural changes, as required.

Qualifications

Knowledge of:

- Laws, regulations and rules related to the operation of marinas, including navigational rules and regulations.
- Practices, procedures, equipment and supplies related to the construction, repair and maintenance of marina facilities.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Techniques for developing and marketing marina facilities.
- Basic principles of public agency budgeting and contract administration.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the City's Marina.
- Developing, recommending and implementing an effective preventive maintenance and repair program for Marina facilities.
- Developing, recommending and implementing a marketing program to maximize Marina rentals and facility usage.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.
- Selecting, training, motivating staff.
- Developing, recommending and implementing goals, objectives, policies, procedures, work standards and internal controls for the Marina.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Performing minor maintenance and repair of Marina facilities, including responding to emergency situations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree and two years of experience in directing the operations and maintenance of a public or private marina. Additional experience as outlined above or in performing marina operations and/or maintenance work may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Working Conditions:

Must be willing to be fingerprinted for submission to the California Department of Justice. Must be willing to respond to off-hours emergencies and to work weekends and holidays upon occasion.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Marina facilities and surroundings; strength and stamina to perform minor maintenance a repair to Marina facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to operate a small powerboat and to swim 25 yards unassisted.

Approved Date: February 13, 2001
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Revised Date:
Resolution:

Bargaining Unit: Mid-Management/Professional Employees Group
Resolution: 2001-40

Former Titles:

Abolished: