



Human Resources
 11404 Moorage Way
 La Conner, WA 98257
 Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Harbormaster

DEPARTMENT: Port Authority

POSITION SUMMARY:

The Harbormaster is responsible for the successful operation of the facilities within the Swinomish Port Authority’s jurisdictional areas. This includes all fishing docks, piers, moorage areas, and associated parking and storage areas. The Harbormaster is responsible for development and implementation of Port policies and regulations. The Harbormaster supervises Port Authority staff. This position reports directly to, and is supervised by, the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for coordination of Port Authority responsibilities in all Port Authority jurisdictional areas.
- Ensure that effective working relationships with fishers, co-workers, other departments, vendors and the general public are established and maintained.
- Responsible for ensuring proper maintenance and improvement of tribal infrastructure in the Port jurisdictional areas
- Responsible for development and implementation of Port policies and regulations.
- Development of Port master plan within one year.
- Plan, develop and manage capital improvement projects as directed.
- Develop and implement all safety and security measures, and promote safe usage of the Jurisdictional Areas.
- Responsible for annual budget.
- Responsible for hiring and supervision of any Port Authority staff.

- Responsible for successful operation of Port Authority infrastructure and implementation of all policies, including emergency situation response.
- Oversees special projects
- Deliver status reports monthly to Port Authority Board, quarterly to Senate, and to community as directed.
- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Five years of experience in port operations, management, or related field, and two years of experience with program management or operations.
- A Bachelor of Science or Arts degree in a related field.
- Must have supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must possess excellent customer service skills and the ability to act as an ambassador to the community.
- Must have thorough knowledge of: business and economics principles and practices, recreational boating, harbor, maritime, and commercial fishing industry. A basic knowledge of facilities management principles and practices is also helpful.
- Must be able to manage and lead a diverse work team toward the accomplishment of common goals in a highly collaborative, yet fast paced and stressful environment.
- Ability to balance the goals of stewardship and usage of infrastructure, environmental protection, and income generation.
- Work efficiently and effectively in a highly dynamic and demanding environment.
- Highly motivated and able to work independently as well as working effectively as part of a team.
- Must have the ability to resolve problems quickly under pressure.
- Organized, efficient, and capable of implementing multiple tasks simultaneously.
- Familiar with applicable laws, codes and permit requirements that govern the Marina industry.
- Proficient use of computer programs including Microsoft products (Word, Excel, & Outlook).
- Excellent oral and written communication skills
- Experience in established effective working relationships with diverse groups and individuals
- Current and valid Washington State Driver's License, or ability to obtain one within six months of hiring.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position. Must be willing to work after-hours in response to situations and emergencies.
2. Tasks are performed both indoors in an office environment and outdoors at the Port facilities in all kinds of weather.

3. Duties require manual dexterity and visual acuity to utilize hand and power tools, move items in excess of 50 pounds, as well as occasional work in high places and frequent exposure to machinery and water hazards.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Harbormaster is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____