CAREER OPPORTUNITY: HARBORMASTER SUPERVISOR

Salary Range: $78,541~ $122,472

APPLICATION SUBMISSION DEADLINE: December 18, 2020 or until filled

THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING CANDIDATES TO FILL THE POSITION OF HARBORMASTER SUPERVISOR. INDIVIDUALS WITH AN INTEREST IN BEING CONSIDERED, WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

1) **COVER LETTER**
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):

Send to: HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)

Subject line: HR-HARBORMASTER SUPERVISOR

OR……

- **BY US.POSTAL SERVICE:**

THE PORT OF HUENEME
HARBORMASTER SUPERVISOR
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041

OXNARD HARBOR DISTRICT
PORT OF HUENEME

POSITION TITLE: HARBORMASTER SUPERVISOR
DEPARTMENT: MARITIME OPERATIONS
BARGAINING UNIT: SEIU LOCAL 721

POSITION DESCRIPTION

Under the direction of the Chief Operations Officer, or his/her designate, plans, coordinates and administers the use of assigned cargo, and commercial fishing terminals and related facilities; coordinates and reviews the work of assigned Harbormasters; and performs related duties as assigned. This position has primary responsibility for coordinating and managing the use of Port properties and facilities with tenants, terminal operators, shipping agents and stevedoring agents and for ensuring quality customer relations and service and compliance with Port tariff rules and regulations, lease agreements and permits. Incumbents coordinate, review, and evaluate the work of Harbormasters within assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1) Supervises work performed by Harbormasters.

2) Plans work schedules, assigns job priorities, and directs day-to-day tasks of the Harbormaster Department personnel.

3) Monitors the activities of and evaluates the performance of Harbormasters assigned to assist in the operation and management of maritime facilities.

4) Ensures proper completion and accounting of attendance and timesheet reporting.

5) Maintains and reports all vessel and cargo operations activity in an efficient, timely, and accurate manner for use in District critical statistical and financial purposes.

6) Provides monthly reports of incidents, Harbormaster activity and usage of Port owned Harbormaster boat.

7) Enforces provisions, rules and regulations in the District's Port Terminal Tariff.

8) Serves as a liaison with tenants, terminal users and customers to ensure quality customer relations and service.

9) Monitors and maintains reports regarding tenant operations for conformance to lease requirements.

10) Communicates with all inbound and outbound vessels via marine band radio to insure safe and orderly vessel traffic control in harbor waters.

11) Assists Port Pilots with the alignment and placement of ships and barges along their assigned berths.

12) Reviews cargo manifest and wharfage statements for accuracy.

13) Plans terminal space allocations for berthing, cargo or cruise ship operations.

14) Coordinates the berthing assignments for all vessels utilizing District wharves.

15) Directs and assists customers with the movement of cargo in and out of the harbor property to provide the greatest level of efficiency and the least amount of operational conflict for all users.

16) Makes arrangements with the NBVC Duty Officer after normal working hours for emergency berthing assignments on NBVC wharves if required.

17) Immediately reports to their director supervisor 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.

18) Ensures that all appropriate actions and notifications are made in the event of an oil spill or discharge of any hazardous materials.

19) Contacts, communicates and coordinates with the Chief Operations Officer, Director of Maintenance, and/or CEO upon an incident and contacts appropriate law enforcement, fire, paramedic, etc.

20) Identifies damage(s) done to District property, locates the responsible party and generates damage/incident reports as required.

21) Researches special projects and develops reports.

22) Recommends, coordinates, and implements comprehensive Harbormaster Department programs.

23) Assists in developing and coordinating District safety and training programs.

24) Performs other related tasks as assigned.

QUALIFICATIONS: Knowledge of:

1) Marine shipping terms, practices, documents, cargo handling and recordkeeping.

2) Federal, state and local laws, regulations and codes applicable to the work, including safety, health and environmental laws.

3) Principles and practices of employee supervision, training and evaluation.

4) Safe work practices and safety equipment related to work.

5) Principles and practices of sound business communication.

6) Computer software applications related to work.

7) Ability to: Plan, organize, coordinate, schedule, assign and evaluate the work of others.

8) Track and report Vessel and Cargo statistics etc. in a timely and efficient manner.

9) Efficiently use computer software applications related to work reports etc.

10) Identify and implement effective courses of action to complete assigned work.

11) Exercise independent judgement within established guidelines.

12) Establish and maintain effective, collaborative working relationships with Port tenants, customers, District staff and others encountered in the course of the work.

13) Read, interpret and explain tariff rules and regulations, policies, procedures and other documents.

14) Communicate effectively orally and in writing.

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

16) Ability to work variable work schedules.

MINIMUM REQUIREMENTS

Education, Training and Experience:
High School or G.E.D. equivalent; and three years of full-time experience as a Harbormaster or similar position in a maritime operation. One or more years of supervisory or lead experience in a maritime operation is preferred.

Licenses; Certificates:
A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business. If assigned to perform work at any of the District's maritime facilities, you must be able to pass a background check in accordance with current Federal and State requirements.

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