



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	<u>Dock Assistant (9131)</u>	Opening date	<u>December 15, 2011</u>
Department	<u>Harbormaster's Office</u>	Closing date	<u>Open Until Filled</u>
Salary range	<u>\$8.00</u> - <u>\$12.00 hour</u>		

General statement of duties

Assists Harbormaster and Harbormaster's Deputies in the operation of the City Dock and other City properties (including minor custodial services); collects fees; does other related work as required.

Distinguishing features of the class

The employee in this class is responsible for serving in the public eye in the performance of routine operating tasks of a repetitive nature including simple maintenance duties. A Harbormaster's Assistant works under general supervision on routine recurring assignments, receiving specific instruction on each new or unusual assignment. Work schedules will include the requirement to work two (2) weekends a month.

Examples of work (illustrative only)

- Collects dock and other user fees;
- Helps to maintain clean facilities and premises;
- Assists on city Patrol Boats and/or Pump-out Boats under supervision of Boat Captain;
- Excellent interpersonal and communication skills are essential;
- Delivers packages and messages;
- Answers telephone inquiries;
- Performs minor repairs;
- Answers questions from customers about facilities;
- Operates simple accounting program for totaling daily receipts and reconciling cash;
- Inspects Dock for safety hazards.

Required knowledge, skills and abilities

Ability to understand and follow simple oral and written directions; thoroughness; persistence; dependability; good physical condition; ability to calculate fees; ability to keep records and accurately handle money; ability to identify potential problems with the public and to deal pleasantly, quickly, and tactfully with the public in a variety of circumstances; ability to read manuals and directions, and to write log entries, receipts, and narrative reports if requested. Ability to give directions. Ability to walk the docks, and to see and recognize identifying characteristics of persons and boats. Ability to work days, or evenings during the hours of darkness. Ability to swim. Ability and agility to safely board and safely and efficiently perform duties aboard a small patrol boat in varied weather conditions in

daylight and at night. Ability to safely bend, jump, and lift at least 30 pounds intermittently.

Acceptable experience and training

Some job-related experience and completion of at least Tenth grade in a standard high school curriculum and possession of a Maryland Driver's license. Boat operating experience highly desirable.

Additional Requirements

Position available: April 15 – November 15, work up to 35 hours per week and a minimum of 2 weekends per month.

Americans with Disabilities Act

Physical ability: ability to operate various types of motor and sailboats, ability to withstand working outside in extreme weather conditions; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four (4) drawer filing cabinets.

Visual ability: to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to communicate effectively with other individuals in person and over a telephone and radio.

Freedom from mental disorders which would interfere with the performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.