

City of Warrenton, Oregon

The City of Warrenton is seeking a qualified individual to serve as Harbor Master.

Salary Range 26: \$5,199.30 - \$6,319.78 monthly + excellent benefits. FT Exempt position under the direction of the City Manager.

The Harbor Master oversees the operation and maintenance of the two commercial and sport marinas of the City of Warrenton. The Harbor Master supervises staff assigned to the marina and performs all administrative tasks related to leasing of facilities, management, and maintenance, including funding sources for the operation of the marinas.

MINIMUM REQUIREMENTS:

High school graduate or GED equivalency. Experience overseeing a Marina, Port, or for-profit Docks. Experienced in Microsoft Office Suite including Excel, Word, and PowerPoint. Ability to use a ten key calculator, spread sheets, and office equipment. Experience in basic accounting and math. Demonstrates ability to communicate effectively both verbally and in writing. Demonstrates ability to work independently while supervising and managing marina staff.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:

- Demonstrated experience in the operation of a marina facility and in dock and boat operations, customer service, and office procedures.
- Valid Oregon Driver's License.
- Ability to drive a boat.
- Ability to maneuver a boat trailer including loading and unloading boats.

TO APPLY: Download application packet and full job description at www.warrentonoregon.us. Mail application, resume and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to cityrecorder@warrentonoregon.us.

Open until filled. First Review Deadline 4:00 p.m. April 29, 2024.
EOE.



City of Warrenton

Position Description

Position: Harbor Master	
Department/Site: Marinas	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 26

Summary

Under the direction of the City Manager, this position oversees the operation and maintenance of the two commercial and sport marinas of the City of Warrenton. The Harbor Master supervises staff assigned to the marina and performs all administrative tasks related to leasing of facilities, management, and maintenance, including funding sources for the operation of the marinas.

Essential Duties and Responsibilities

- Demonstrates knowledge of operations and maintenance of marina facilities.
- Understands and follows Oregon clean marina requirements.
- Under direction of the City Manager follows the marinas master plan.
- Supervises and participates in the inspection, maintenance and repair of buildings, offices, floats, walkways, docks, water supply systems, and electrical systems in the marinas.
- Oversees the mooring process including the administration of mooring permits, inspections, fines, and compliance.
- Supervises and participates in the maintenance and security of the mooring basin area including the monitoring of boat and vehicular traffic, provision of directions and information to tenants and visitors and direction and control of traffic.
- Grant Writing
- Evaluates need for improvements and repairs to facilities; reports changes in conditions and recommends projects to the City Manager; procures estimates and contracts for construction and repairs within the marinas.
- Supervises and gives direction for the administration of all marina staff including delegation to marina supervisors for the direction and evaluation of marina maintenance staff.
- Serves as a Department Head for the City of Warrenton.
- Where appropriate: delegates to staff or assigns berths, reviews billings for berth rental collects rent and launch fees, keeps records of facility rental and usage, maintains waiting lists, and provides information on policy and regulations.
- Prepares and reviews the Marinas Budgets. Assesses the need for new equipment and materials, administer bids and contracts for services, provides input for the planning, design, engineering, and construction of capital projects.

- Attends meetings and gives reports and presentations to the City Commission and Marina Advisory Board.
- Meets regularly with the Marina Advisory Board who advises on matters of policy, fee rate increases, and other matters similar in nature to policy review.
- Oversees the hiring process of new marina staff and makes recommendations for hiring staff to the City Manager.
- Oversees safe and clean marina conditions and delegates responsibilities to staff.
- Oversees reports, permits, annual reviews, and any other documentation needed for government agencies, private developers, and city management.
- Ability to drive to and from City marinas.
- Ability to drive a boat and operate the city skiff.
- Ability to drive boat trailers.
- Proven ability to deal professionally and tactfully with city officials, boards, coworkers, and the general public.

Other Duties

Performs other duties as assigned of a similar nature. Participates in the Emergency Operations training and response for the City of Warrenton as delegated by the City Manager.

Minimum Qualifications

High school graduate or GED equivalency. Experience overseeing a Marina, Port, or for-profit Docks. Experienced in Microsoft Office Suite including Excel, Word, and PowerPoint. Ability to use a ten key calculator, spread sheets, and office equipment. Experience in basic accounting and math. Demonstrates ability to communicate effectively both verbally and in writing. Demonstrates ability to work independently while supervising and managing marina staff.

Licenses, Certificates, and other Requirements:

- Demonstrated experience in the operation of a marina facility and in dock and boat operations, customer service, and office procedures.
- Valid Oregon Driver's License.
- Ability to drive a boat.
- Ability to maneuver a boat trailer including loading and unloading boats.

Desirable Qualifications:

- Associates degree with coursework in business or Marina.

Physical and Mental Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions.

While performing the duties of this job, the employee is required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

**Education**

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Employment History continued**

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: *Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veterans Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us