

TOWN of PORT McNEILL



Harbour Manager

Reporting to the Chief Administrative Officer, this position is a full-time position. The position is responsible for the efficient day-to-day operation of the Municipal Marina and Small Craft Harbour Marina in the Town of Port McNeill. This working position requires co-ordination and monitoring of personnel, equipment and materials. The person in this position has independence of judgement in dealing with work problems and delegates tasks as required. There is a requirement to prepare oral and written schedules, reports as well as assuming responsibility for efficient day-to-day operation of all Harbour functions. The Harbour Manager is also responsible for providing a safe working environment and maintaining a safety program and training.

DUTIES AND RESPONSIBILITIES

Assumes responsibilities of Harbour Managers as outlined in the Fisheries and Oceans Harbour Manager Pocket Guidebook (a copy can be provided):

- Maintaining daily logbook activities
- Collecting fees and issuing receipts
- Enforcing the policies at the Harbour
- Ensuring that all users have a signed user agreement
- Ensuring that all users have insurance
- Implementing safety, operational and environmental management plans
- Assigning berthage and storage space
- Supervising parking and access to the wharfs
- Performing daily, weekly, monthly facility inspections
- Ensuring that all hoists, haul outs and fire extinguishers are inspected and certified annually
- Ensuring that life rings are in place, and first aid kits and spill kits are kept replenished
- Ensuring that the wharf and property are kept tidy and free of hazards
- Supervising the disposal of solid wastes and waste oil
- Handling emergencies and report any accident, damage etc. to the Administrator and relevant authorities such as: RCMP; Transport Canada; Canadian Coast Guard; Environment Canada; Small Craft Harbours
- Is responsible for purchasing equipment and necessary supplies in cooperation with other Town of Port McNeill departments and staff
- Be able to perform all the duties and responsibilities of the Harbour Office
- Operate the Harbour in an effective and business-like manner and submit reports to the Town and Small Craft Harbours, as required
- Report to the Public Works Department any maintenance or major repairs required to be completed

- Undertake the supervision, scheduling and management of staff
- Workplace hours are Monday through Friday
- October 1st until April 30th: 8:30am - 4:30pm (35 hour per week)
- May 1st until September 30th: 8:30am - 5:30pm (40 hours per week)
- Representative member at the Harbour Advisory Committee meetings (monthly)
- Support the after hours and weekend on call emergency call out contact
- Manage complaints both verbal and written
- Create and facilitate Requests For Proposals, purchasing of approved capital expenditures
- Other duties as assigned

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work. The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

- Valid Class 5 BC Drivers License,
- Completion of grade 12 education
- Knowledge of VHF radio
- Knowledge of, and experience with Microsoft Office computer programs, Muniware and/or QuickBooks
- Must be physically capable of carrying out assigned duties in all weather conditions
- Must be able to communicate effectively in both oral and written form
- Must have the ability to maintain pleasant relations with the public even under adverse conditions or circumstances and must be able to exercise courtesy and tact when dealing with employees and public
- Must have the ability to estimate, plan schedule, and supervise work

DESIRED SKILLS AND EXPERIENCE

- Harbour experience at a Municipal or Federal Harbour
- Experience in oil spill response
- Experience with bookkeeping and/or accounts receivables
- Experience with statistic collection
- Local and regional tourism knowledge an asset
- Training and/or experience in Incident Command System
- Training and/or experience in Small Vessel Operator Proficiency (SVOP)