



# City of Cordova

## A L A S K A

### POSITION VACANCY

The Human Resources Department is accepting applications for SEASONAL, FULL-TIME:  
**HARBOR MAINTENANCE ASSISTANT**

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**SUPERVISOR:** HARBORMASTER  
**CLASSIFICATION:** HOURLY, NOT TO EXCEED 4 MONTHS  
**PAY RATE:** \$17.00 - \$19.00 PER HOUR, DOE  
**HOURS:** 8AM – 5 PM, CAN VARY TO INCLUDE WEEKENDS  
**BENEFITS:** THIS IS A SEASONAL, NON-BENEFITTED POSITION

**POSITION SUMMARY:** Performs general labor and maintenance on City-owned small boat harbor and port facilities and associated property.

**QUALIFICATIONS:** Valid State of Alaska driver's license. Must be 18 years of age by the date of hire.

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#### **DUTIES:**

- Assists in general repairs on harbor and port facilities and equipment.
- Uses basic hand and power tools related to the assigned tasks.
- Performs general maintenance, painting, upkeep and trash removal on all harbor-managed facilities.
- Performs janitorial duties, to include cleaning of public restrooms, showers, and general use areas.
- Keeps immediate supervisor informed of areas needing repair or maintenance.
- Patrols harbor at regular intervals to curtail vandalism, disorderly conduct and other detrimental activities.
- Identifies and reports safety hazards in and around harbor facilities and properties to supervisor.
- Assists harbor staff in emergencies, including vessel pumping, towing, fire suppression, oil containment.

**WORKING CONDITIONS:** Assigned work hours may include weekends. Much of the work is performed outdoors, sometimes in inclement weather conditions.

**PHYSICAL DEMANDS:** Capable of frequently bending, twisting, and kneeling. Must be able to lift and carry items weighing up to fifty (60) pounds. Capable of climbing ladders and working from limited heights.

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#### **LEGAL REQUIREMENTS:**

As a condition of employment, applicant is subject to a background check (criminal history, verification of education/employment history.) Required licenses must remain valid for the duration of employment.

The above listed duties are intended to describe the responsibilities of an employee in general terms and does not necessarily describe all tasks or functions associated with the position.

Applications available at City Hall, 424-6200, or online at [cityofcordova.net](http://cityofcordova.net). Interested individuals should submit a City of Cordova application to Human Resources. Applications accepted until position filled.

**THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER**