



# WE ARE NOW HIRING!

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## HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District.
- Interface with the public and dive into a diverse array of tasks supporting Harbor District programs and projects.
- Work with commercial and recreational fishers, recreational boaters and the aquaculture industry to ensure the Harbor District facilities meet their needs.

### Compensation:

Includes full-time hourly compensation (\$25 - \$39/hour). Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

**Please submit letter of interest and resume by Tuesday,  
February 19, 2019 at 5 p.m.**

Position information is available at [www.humboldt-bay.org/jobs](http://www.humboldt-bay.org/jobs).

To apply, please send resume and letter of interest to  
[clerk@humboldt-bay.org](mailto:clerk@humboldt-bay.org) or by mail to  
601 Startare Drive, Eureka, CA 95501.

## **MARINA MANAGER**

### **Scope of Work**

#### **DEFINITION OF DUTIES:**

Under the direct or general supervision of the Director of Harbor Operations, performs a variety of professional and complex activities as they relate to the Harbor District's management, maintenance, operation, planning, development, safety, and security of the Woodley Island Marina, Fields Landing Boat Yard, and other District facilities related to commercial and recreational fishing, boating and watercraft. The Marina Manager works with commercial fishers, recreational boaters, the aquaculture industry, and others to ensure that District facilities meet their needs. The Marina Manager is a full-time, permanent, unclassified, management position.

#### **EXAMPLES OF DUTIES:** duties may include, but are not limited to the following:

- Manages and trains staff on current laws, regulations, procedures, and best management practices.
- Ensures that high quality services are available for marina, slips, docks, and other water related users.
- Oversees the day to day operations of the marina, slips, docks, storage, and tideland leases to ensure that all accounts remain current and leases are executed, renewed, and enforced.
- Coordinates with maintenance staff to ensure that the facilities are clean, safe, and properly maintained.
- Handles customer concerns, disputes, and issues in a professional, courteous, and timely manner.
- Vigorously enforces the protection of the water quality of Humboldt Bay.
- Ensures that each dock, slip, and vessel moored at District facilities are checked daily to ensure that safety, security, and maintenance problems are identified, appropriate corrective action is taken and that there are not unauthorized persons present.
- Prepares meeting materials, reports, informational displays and presentations.
- Assists in planning efforts and permit requirements of the Harbor District and other agencies.
- Attends meetings in the office, field, and out of the Humboldt Bay area.
- Determines property improvement needs and assists the Director of Facility Management with the preparation of construction specifications, project management, and implementation of the District's dredging program.
- Conducts work progress inspections; prepares requests for payments to contractors as needed.
- Coordinates real property leasing, including marketing and advertising; preparing and processing leases; invoicing, monitoring and collecting rents; monitoring lease terms; regular inspections to ensure safety and compliance, performing minor repairs and coordinating those that require outsourcing, and handling tenant inquiries and complaints.
- Assists in emergency response as directed.
- Performs other duties as assigned.

## **REQUIREMENTS:**

- Must possess a valid California Driver License.
- Must be proficient in the use of general office equipment, computer programs such as Microsoft Word, Excel, Outlook and internet applications.
- Must possess customer service skills with knowledge in customer service management, methods, and techniques, and treat all individuals with courtesy, dignity, and respect.
- Ability to communicate well both verbally and in writing with internal and external staff, consultants, agencies, customers, and the public.
- Possess strong organizational and problem-solving skills.
- Possess a valid California Boater Card within six months of employment.
- Possess valid basic First Aid and CPR certification within six months of employment.
- Obtain a Transportation Worker Identification Credential within six months of employment.
- Ability and skills required to tie-up and handle boats.
- Ability to monitor and respond to radio transmissions and monitor video security cameras.
- Must be willing to work nights, weekends, standby, on-call, and overtime as necessary.
- Pass a pre-employment physical and random drug testing.

## **PHYSICAL REQUIREMENTS:**

Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment; working on and around boat and watercraft, traversing uneven terrain, climbing ladders and stairs, operating a motor vehicle; lifting or carrying up to 50 lbs.; working outside in varying weather and water conditions.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- Four (4) years of increasingly responsible experience in maritime facility or marina management; or
- Four (4) years experience in commercial/property management field; or
- Four (4) years of related experience in the Coast Guard, Navy, or Merchant Marines, or
- Other combined work experience that meets the qualifications for the position.

## **NOT REQUIRED, BUT DESIREABLE QUALIFICATIONS:**

- Possess a valid US Coast Guard Operator of Uninspected Passenger Vessel (six – pack or charter boat captain’s license).
- Possess a valid Assistance Towing Endorsement
- Possess a valid US Coast Guard 25, 50, or 100 Ton Master License