

Proposed by:	Administration
Attorney Review:	03/10/2023
Vote:	6 Aye 0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA  
RESOLUTION NO. 23-12R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD THE POSITION OF PORT FACILITIES MANAGER AT GRADE 17.

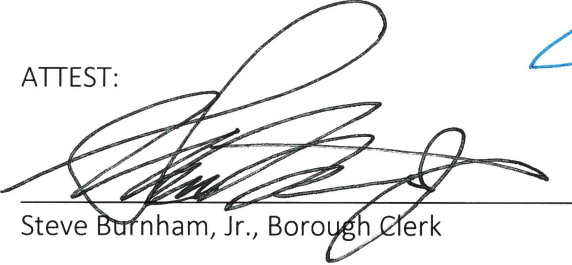
WHEREAS, the Municipality recognizes the necessity for a Facilities Manager in the Port Department; and

WHEREAS, the Port Facilities Manager position has been evaluated at Grade 17;

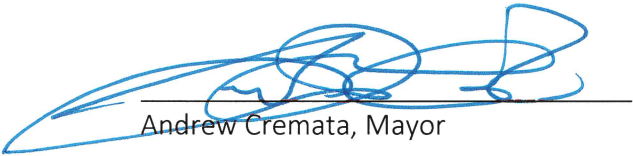
NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that the Municipality of Skagway Classification Review Ranking by Grade, is amended as detailed in Attachment A.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 16th day of March, 2023.

ATTEST:



Steve Burnham, Jr., Borough Clerk



Andrew Cremata, Mayor

(SEAL)



ATTACHMENT A

<b>Municipality of Skagway Classification Review</b>		
<b>Job Title</b>	<b>Dept</b>	<b>GRADE RANK</b>
Recreation Attendant	REC	10
Library Clerk	LIB	10
Harbor Security Officer	HAR	10
Groundskeeper	PW	10
Visitor Information Specialist II	TOUR	10
Museum Assistant	MUS	11
Library Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Recreation Worker II	REC	11
Office Assistant	ADMIN	11
Laborer	PW	12
Trail Crew Lead Laborer	PW	12
Receptionist/Medical Assistant	CLINIC	12
AR Clerk/Staff Support Clerk	ADMIN	13
Accounts & Benefits Specialist	CLINIC	13
Medical Assistant	CLINIC	13
Medical Account Analyst, Level II or Level I	CLINIC	13 or 15
Assistant Harbormaster	HAR	13
Code Enforcement Officer	POLICE	13
911 Dispatcher	POLICE	13
Recreation Worker I	REC	13
Accounting Clerk	ADMIN	14
Tax Clerk	ADMIN	14
Deputy Borough Clerk	ADMIN	14 or 16
Administrative Assistant	CLINIC	14
Police Clerk	POLICE	14
Emergency Responder	FIRE	14
Firefighter 1 / EMT-III or Paramedic	FIRE	14 or 16
Facilities Maintenance	PW	15
Refuse Collector/Incinerator Tech	PW	15
Visitor Information Specialist I	TOUR	15
Police Officer	POLICE	16
Permitting Official	ADMIN	16
Administrative Manager	CLINIC	16
Port Administrative Manager	PORT	16
Training Officer	FIRE	17
Executive Assistant	ADMIN	17
Library Director	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17
Heavy Equipment Operator	PW	17
Lead Groundskeeper	PW	17
Water/Wastewater Operator	PW	17
Mechanic	PW	17
<b>Port Facilities Manager</b>	<b>PORT</b>	<b>17</b>
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Wastewater Superintendent	PW	19
Port Development Director	PORT	19
Borough Clerk	ADMIN	20
Borough Treasurer	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21
Fire Chief	FIRE	21

# MUNICIPALITY OF SKAGWAY

## Port Department JOB DESCRIPTION

**POSITION TITLE:** Facilities Manager- Port

**POSITION SUPERVISOR:** Port Director

**HIRING AUTHORITY:** Port Director, Borough Manager

**WAGE GRADE:** Grade 17, rate of pay at appointment DOE not to exceed the current pay scale step #4.

Under general direction of the Port Director, the Port Facilities Manager is responsible for the management of port facilities repairs, maintenance, and groundskeeping, as well as management of the parking lots and associated uplands under the department's control in on the Skagway waterfront. The position performs a mix of managerial and physical labor tasks.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- A valid Alaska driver's license at time of appointment and for continued employment.
- Within sixty days of appointment, in accordance with 33 CFR Part 105 the selected candidate must be able to successfully obtain a Transportation Workers Identification credential.
- Within six months of appointment, must successfully complete a Facility Security Officer Certificate.
- High school graduation or the equivalent.
- Five (5) years of experience that includes a combination of at least two of the following areas of expertise:
  - Dock building, or facilities maintenance or repair; or
  - Maritime operations; or
  - Construction operations.
- Strong organizational and time management skills necessary to oversee and coordinate projects, meet established deadlines, and achieve objectives such as safety and security measures.
- Strong mechanical, carpentry, and plumbing abilities and knowledge of procedures and practices required to perform basic building and equipment maintenance and repairs.
- Strong communication skills, both verbal and written, and ability to work effectively with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to recognize hazardous situations and to act quickly, calmly, and decisively in emergencies and under stress.
- Intermediate groundskeeping knowledge.
- Basic administrative skills, including using office equipment, such as computers, etc. Basic computer experience with programs such as MS Office, Excel, and Outlook.
- Required to stand for long periods of time; must be able to regularly lift and/or move up to 50 lbs., frequently lift and/or move up to 100 lbs., and occasionally lift and/or move over 100 lbs.
- Work closely with the Port Director and Harbormaster to carry out the mission, vision, and values of the department.
- Able to research, interpret and implement regulations including OSHA regulations as they relate to department operations.
- Ability to exercise tact, self-restraint, judgment, and strategy in dealing with a variety of people, including appointed and elected public officials and others.
- Ability to identify, research and resolve a wide range of work-related problems such as employee grievances, public complaints, and inquiries.
- Ability to work and collaborate with multiple state and federal agencies.
- Ability to interpret and implement applicable sections of 33 CFR Part 105 as they apply to the department's Facility Security Plans (FSP).

### **DUTIES AND RESPONSIBILITIES:**

- Manages, supervises, directs, and conducts the daily activities and operations of maintenance, construction, or repairs processes for the facilities, and docks, and the maintenance of equipment used by municipal staff and/or contracted entities.
- Manages department preventive maintenance schedule.
- Performs regular inspections to determine the need for various types of repairs or maintenance work.
- Conducts light maintenance and repairs on port infrastructure, buildings, grounds, docks, transit sheds, equipment, and related facilities.
- Maintains and updates port infrastructure files and records with timely, clear, accurate, and complete reports, logs and documents on all inspection, repair, and maintenance performed.
- Researches and prepares RFPs or contracts for projects outside of department's scope.
- Directs purchasing, requisitioning, and warehousing of adequate inventory of supplies, materials, and equipment and maintains records incidental to all maintenance activities of the facility.
- Maintains cleanliness and organization of all department inventory.
- Serves as the contact for ineffective gear and reissuance of equipment.
- Plans, directs, and conducts landscaping of port facilities and uplands.
- Inspects work in progress and upon completion for compliance with standards.
- Operates equipment required to maintain the facility.
- Is responsive to the needs of a 24/7 operational port.
- Works with a multitude of tenants and public while complying with rules and regulations.
- Works with Port Director and Harbormaster to develop and manage department budget.
- Researches and develops training programs for department as directed by Port Director.
- Other maintenance and support duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement: We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, sexual orientation, gender identity, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.