

Harbormaster -

Pillar Point Harbor



OUR MISSION

To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.



THE POSITION

No two days are ever the same at Pillar Point Harbor. As Harbormaster, you will oversee the daily operations at one of California's best commercial fishing harbors. With 369 wet slips, two thirds of which are commercial tenants, Pillar Point is a gathering place and central feature in the community. The Harbormaster is responsible for the overall care, maintenance, and safety of all harbor facilities. They supervise the assistant harbormaster, a cohort of deputy harbormasters and are the first management-level employee to interact with visitors, tenants, and the general public. With the nearest Coast Guard Station nearly 40 miles away, the Harbormaster also coordinates the Harbor Patrol's search and rescue operations.

HARBORMASTER DUTIES

Some of your major duties may include:

1. Prepare staff work schedules, emergency scheduling when needed and approve all assigned staff timecards. Prepare thorough periodic performance evaluations for assigned staff.
2. Ensure all assigned staff are providing excellent customer service to all tenants, lessees and the public.
3. Act as the liaison with outside agencies, including, but not limited to: California Division of Boating and Waterways, U.S. Coast Guard, local law enforcement, yacht clubs and other groups who may use District facilities.
4. Direct public information, relations, and marketing programs by promoting the harbor/marina to various user groups and by promoting public education on boating safety, unusual weather events, local marine conditions and harbor/marina operations.

5. Build and maintain positive working relationships with co-workers, other District employees, elected officials, contractors, and the public, using principles of excellent customer service.
6. As a part of the District management team, assist in preparation and administration of the harbor/marina budgets. Supervise expenditure of authorized budgeted funds and review performance on a monthly basis.
7. Ensure programs are in place to manage environmental and regulatory compliance. Ensure the District maintains the DBW Clean Marine designation. Conduct environmental awareness training and inspections on a regular basis.
8. Plan, evaluate and direct the maintenance of docks, piers, vehicles, vessels and equipment in a safe, clean, secure and orderly condition.
9. Direct search and rescue operations. Respond to emergency and/or severe weather situations as required. Direct actions to protect the public, staff, vessels, District assets and other property as necessary.

To learn more, go to: <http://www.smharbor.com>

IDEAL CANDIDATE

The Harbormaster leads by example with a strong focus on customer service. The Harbormaster should be willing to get their hands dirty and undertake any task that subordinate staff are assigned. This position is very focused on management issues and customer service; ideally, this person should have significant experience in harbor management, especially from larger marinas or harbors. Strong leadership skills are required to lead a skilled, long serving, and experienced workforce. The Harbormaster needs to be strong-willed, able to enforce the policies and ordinances adopted by the District's Board of





Commissioners, and achieve the goals set by the General Manager. Simultaneously, the Harbormaster should be adaptable and flexible in addressing customer service issues. While not required, boating experience or previous work in large marina management will be viewed positively.

Additional characteristics/experience identified as providing value:

- A background in construction and knowledge of basic trade skills such as electrical, carpentry, and plumbing systems.
- Environmental response, such as gas sheens and oil spills, and knowledge of appropriate regulatory agencies and actions.
- A background in the public sector, particularly harbor or marina management.
- Knowledge of labor relations and relevant public employee law.
- An operational boating background, PC832 Law Enforcement certification, and/or search and rescue operations.

EDUCATION AND EXPERIENCE

- The ideal candidate will possess at least four years of experience in the capacity of Harbor Worker (C) or Deputy Harbor Master or equivalent experience in harbor/marina management. An Associates (two-year) degree is preferred but not required. High School diploma or G.E.D. equivalent is required.
- Possession of a valid driver's license is required at the time of employment.

Additional Certifications to be obtained after employment:

Within first year of employment, as scheduling permits, completion of:

- Penal Code 832 Law Enforcement Training
- Boating Safety and Enforcement
- Rescue Boat Operations
- Marine Firefighting
- Cardio-Pulmonary Resuscitation (CPR)
- CA DBW Boater Card
- HAZWOPER-40 Certificate
- One of the following
 - » Vessel Accident Investigation/Reconstruction
 - » Boating Intoxication Enforcement
 - » Advanced Boating Safety and Enforcement

Within the first 24 months of employment, as scheduling permits, obtain a USCG Near Coastal Operator of Uninspected Passenger Vessel (OUPV) License.

COMPENSATION AND BENEFITS

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. Benefits include:

- CalPERS Retirement
- Deferred Compensation Plan
- Medical Insurance for employee and immediate family (85% employer-paid)
- Dental and Vision Insurance (100% employer-paid)
- Group Life Insurance (100% employer-paid)
- Paid Time Off
- Paid Holidays

ABOUT THE SAN MATEO COUNTY HARBOR DISTRICT

Headquartered in beautiful El Granada, California, 25 miles southwest of San Francisco on the Pacific Coast, the San Mateo County Harbor District (the District) is the primary agency responsible for the development, maintenance, and safety of Pillar Point Harbor in Half Moon Bay and Oyster Point Marina in San Francisco Bay.

Pillar Point Harbor (PPH) is a well-protected working harbor known for its active commercial, recreational, and sport fishing opportunities. One of the hallmarks of the harbor is its direct fishermen-to-public fish sales that not only provides stable prices for fishermen but also a fantastic market and tourism experience for visitors. In 2013, PPH was the sixth highest-earning port and seventh by landings in weight in California. Pillar Point Harbor enjoys both an inner and outer breakwater, making it one of the safest harbors in the United States, and hosts 369 berths. Additionally, the District permits the annual Mavericks surf competition, which regularly features the **world's best surfers taking on waves up to 50 feet high.**

The District took over operation of the Oyster Point Marina and Park from the City of South San Francisco in 1977. It then completed construction of docks and 589 berths, a new breakwater, and onshore facilities during the 1980's. The District diversified this recreational marina bringing in ferryboat service (134 of 589 berths were removed to accommodate ferry service, resulting in 455 berths) to the East Bay, dining cruises, marine educational programs, and cooperation with the City on area redevelopment. The District does not operate the ferry service.



APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, July 15, 2019.** Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://secure.cpshr.us/escandidate/JobDetail?ID=471>

For further information contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the Board of Commissioners. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

