



The City of Pittsburg is recruiting for

HARBORMASTER

\$99,132 - \$120,492 annually

Closing date: Open until Filled

The City of Pittsburg in California seeks a HARBORMASTER for the Marina Operations Division in the Environmental Services Department.

The Harbormaster is a mid-management level class responsible for the administrative, supervisory, and technical duties related to the Pittsburg Marina functions and activities which include maintenance and operations of all facilities (safety, construction, and repair), property management and marketing duties related to berth rentals, maintaining appropriate work records, serves as a technical resource, responding to emergencies within the Marina, customer service work and perform other work as required.

An ideal candidate for Harbormaster possesses the following:

- Ability to participate in the development of policy and procedures as well as goals and objectives for the Marina operations
- Possess working knowledge of budgeting and ability to make recommendations
- Great interpersonal skills and ability to work collaboratively with other City employees, public safety agencies, and the public
- Marina management ability pertaining to day-to-day oversight, maintenance and regulatory requirements
- Knowledge of marketing/social media and creating impactful content to engage the community in marina related recreational activities
- Excellent written/oral communication and customer service skills (including complaint resolutions)
- Leadership experience that included supervising, motivating, mentoring, and managing staff
- Flexible and adaptable to change; able to prioritize and efficiently manage multiple assignments for self and others
- Ability to operate boats, vehicles, and equipment in a safe manner; great attention to detail to maintain security, facility conditions, and hazards
- Possess exceptional management and organizational abilities
- Ability to work nights, weekends, and holidays and respond to emergency situations as necessary

Minimum Qualifications

Education: A high school diploma or G.E.D. equivalent supplemented by specialized training in marina management, business administration, recreation or related field. College level coursework and marine certifications are desirable.

Experience: Four years of responsible marina program experience including two years of administration and/or lead supervisory experience.

License: Possession of, or ability to obtain, a valid class C California driver's license. Possess and maintain proof of auto liability insurance.

Other Requirements: Physically and mentally capable of performing the functions of the job, including but not limited to those summarized in Typical Tasks.

Interested applicants are encouraged to learn more information about the Marina Operations Division, read the complete job description and apply online at www.ci.pittsburg.ca.us.

About the Community

The City of Pittsburg is a culturally rich and diverse community of over 72,000 residents and expected to grow to 90,000 in the next 20 years. Pittsburg is located in Northern California in the Bay Area Region and is perfectly situated for easy access to the greater Bay Area, San Francisco, Napa Valley, Sacramento, and the foothills of the Sierra Nevada Mountains and Lake Tahoe. Pittsburg City Hall is also conveniently located a short walk from the Pittsburg Center Station for the Bay Area Rapid Transit System (BART), making a commute from cities throughout the Bay Area very easy. Pittsburg has waterfront homes, a performing arts theater, a variety of seasonal events, an extensive park system, a large public-school system, and a variety of shopping centers. It also offers extensive recreational facilities, including one of the California Delta's largest and most modern marinas. With its commitment to a quality community environment, Pittsburg is an ideal city in which to live, work and recreate.

About the Organization

The City of Pittsburg is a full-service city following the council-manager form of government. We have about 270 full time employees and about 350 employees total (depending on the season). Pittsburg is currently organized into the following departments: City Management, Community Development (Building, Engineering, and Planning), Community Services (Housing Authority, Pittsburg Power Company, and the Successor Agency to the former Redevelopment Agency), Economic Development and Recreation, Human Resources, Finance, Police, and Public Works (Operations/Maintenance, Utilities, Facilities, Parks, and Water Treatment). Fire Protection services are provided by the Contra Costa County Consolidated Fire Department.

Benefits

Benefits for permanent employees include great location, salary increases, CALPERS retirement, medical/dental insurance, paid life insurance, retirement health saving account, deferred compensation plan with employer match, paid time off, tuition reimbursement, wellness activities, employee assistance program, employee development courses, and career advancement opportunities.

For detailed information on these benefits please visit the City's Salary and Benefits Schedule information online on the [Human Resources Website](#).

Selection Process for HARBORMASTER

Qualified applicants are encouraged to complete an employment application and supplemental questionnaire on www.governmentjobs.com/careers/pittsburg. Employment applications will be disqualified if a resume is submitted in lieu of completing the application or if sections of the applications are left blank that relate to the minimum qualifications of the job such as education and work history. Applications will be evaluated to determine if it meets the minimum qualifications of the job. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase in the process. The recruitment process will result in an eligibility list of candidates for consideration for the vacancy.

First Application Review: Week of August 19, 2019

Recruitment closing date: Open until position is filled

City of Pittsburg
Human Resources Department
65 Civic Avenue, 2nd Floor
Pittsburg, CA 94565

An Equal Opportunity Employer