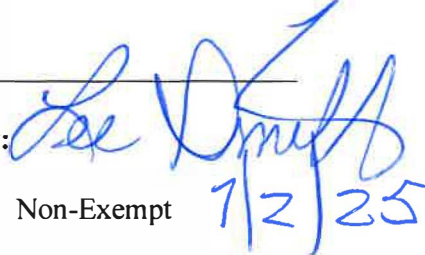


CITY OF NOME, ALASKA
Job Description

Security Watch/Line Handler
Port of Nome

Range: 13
Department: Port
Reports to: Harbormaster
Supervises: N/A

Approved by: 
Date:
Status: Non-Exempt

7/2/25

Summary:

Under direction of Harbormaster, provides access control during regulated operations per USCG Maritime Transportation Security Act (MTSA) rules at security checkpoint under the Port of Nome Facility Security Plan.

Essential Duties and Responsibilities:

Assists with vessel security and line handling, as well as tracking of inbound and outbound vessel traffic when on security post; enforces user compliance of security rules and regulations per training; provide a variety of information and visitors concerning local services. Monitors marine band VHF radio when on duty.

Assists fuel transfer crew when necessary and monitoring fresh water transfers to ships, connecting & disconnecting hoses as needed, track product quantity, maintain radio contact during security duties. Assists in keeping port facility and buildings clean of trash and debris.

Must be prepared to effectively represent the City in a courteous and respectful manner. Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have a valid driver's license and be in possession of a valid Transportation Worker's Identification Card to be compliant with Federal regulations during security duties.

Supervisory Responsibilities:

None

Educational and/or Experience:

High school graduate or the equivalent with; organizational skills and some previous experience with maritime operations and public relations is desired. Must be able to safely and properly handle a

standard vehicle when necessary.

Language Skills:

Ability to read, analyze and interpret general business documents and procedures and governmental regulations. Ability to track information and document in a logbook. Ability to effectively present information and respond to questions from co-workers, visitors and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to neutralize and resolve conflict situations is desired.

Other Skills & Abilities:

Must be able to work well under pressure; meet the public in person in a courteous and professional manner; work harmoniously with numerous personalities; have a high level of initiative and be able to work with minimal supervision; be able to learn and retain knowledge of federal, state and city laws. Ability to work additional hours including evenings and weekends during the summer season is necessary. Ability to maintain confidentiality is mandatory.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel or crouch. Employee must be able to periodically lift and/or move up to 75 pounds and handle large and possibly wet vessel mooring lines.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to perform duties outside of the office in various weather conditions which may include high winds, rain, mud, snow, ice and cold temperatures. The noise level in the indoor work environment ranges from light to moderate and outdoor environment from moderate to heavy.