

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Harbor Master

EXEMPT: No	JOB CODE: 3-SS T5
TARGET SALARY: \$29.32 to \$32.58/DOQ	SHIFT: 32 hr/Week Flex
PROGRAM: Port of Neah Bay	LOCATION: Makah Marina
REPORTS TO: Port of Neah Bay Director	

SUMMARY: The Harbor Master is responsible for the overall management, operation, and maintenance of the harbor facilities. This role ensures the safe and efficient movement of vessels, compliance with maritime regulations, and provides a high level of service to all harbor users. The Harbor Master acts as the primary point of contact for mariners, manages harbor staff, and oversees all related administrative and operational duties, including the coordination of HAZWOPER training for relevant response personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Direct and coordinate the daily operations of the harbor, including vessel traffic management, berthing assignments, and mooring operations.

Monitor and enforce harbor rules, regulations, and safety procedures.

Respond to and manage emergencies within the harbor, including accidents, spills, and severe weather events.

Oversee the maintenance and repair of harbor infrastructure, including docks, piers, navigational aids, and utilities.

Manage and oversee all moorage agreements within the marina. This includes the issuance of new agreements, the ongoing monitoring of existing agreements to ensure compliance with terms and conditions, and the meticulous maintenance of comprehensive and accurate files for all boats utilizing marina facilities. This responsibility also entails ensuring all necessary documentation, such as vessel registration and insurance, is up-to-date and properly recorded.

Manage and allocate harbor berths, ensuring efficient use of space and fair distribution.

Maintain accurate records of vessel movements, berthing assignments, and incidents.

Coordinate HAZWOPER training required to service the Emergency Response Tug, Marine Spill Response Corporation, and National Response Corporation. Maintain an active list of HAZWOPER trained response personnel and local boats for oil spill response

Supervise, train, and evaluate harbor staff, including dockhands, maintenance personnel, and administrative support.

Develop and implement staff schedules to ensure adequate coverage for harbor operations.

Foster a positive and safe working environment for all harbor personnel.

Provide excellent customer service to mariners, visitors, and harbor users, addressing inquiries and resolving issues.

Act as a liaison between the harbor and local community, government agencies, and maritime organizations.

Promote the harbor's services and facilities to attract new users.

Prepare and manage the harbor budget, monitoring expenditures and revenues.

Oversee billing and collection of harbor fees and charges.

Ensure compliance with all relevant local, state, and federal maritime laws and regulations.

Prepare reports on harbor activities, financial performance, and operational statistics.

Oversee Marina Assistants, including the Night Watch, ensuring proper adherence to safety protocols, security procedures, and customer service standards.

Provide guidance and support for handling after-hours inquiries, emergencies, and facility monitoring.

Review and approve incident reports and logs.

Oversee Marina Assistants in their daily tasks, including vessel berthing, customer assistance, facility maintenance, and administrative duties.

Train new Marina Assistants and provide ongoing coaching and performance feedback.

Develop and manage work schedules for Marina Assistants to ensure adequate coverage and operational efficiency.

Delegate tasks and monitor progress to ensure timely completion of duties and adherence to quality standards.

Maintain an up-to-date inventory of harbor assets and equipment.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to four Marina Assistant employees of the Port of Neah Bay. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include: interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Bachelor's degree in Maritime Operations, Business Administration, Public Administration, or related field is preferred.

Minimum of three years of experience in harbor operations, marine management, or a related maritime field.

Must have a minimum of two years supervisory experience.

Must have a minimum of two years maintenance experience.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 4 employees in the program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, tenants, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as proportions, percentages, and volume.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATION:

Must have a valid Washington State Drivers licenses and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on applicant.

Must have a current First Aid/CPR certification or ability to obtain one within 90 days of employment.

Must have a current 24hr HAZWOPER Certification or ability to obtain one within 90 days of employment.

Relevant certifications in maritime safety, port management, or vessel operation are highly desirable.

OTHER SKILLS AND ABILITIES:

Must have a working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other programs.

Knowledge of budgeting and financial management principles?

Must have knowledge of Tribal, State and Federal “water” regulations.

Ability to listen, observe and record a variety of information.

Ability to establish and maintain effective working relationships with staff, public, and private agencies, and the general public.

Ability to communicate effectively, both orally and written.

Ability to function effectively under pressure of time and/or demands of several tasks at one time by effectively planning, organizing, and prioritizing work.

Ability to operate and navigate marina workboat and response boats both inside of Neah Bay and open ocean conditions, in a variety of weather conditions.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities of the program and Tribal organization. This includes the ability to plan and organize work using one's own initiative.

Must have working knowledge of marine radios.

Ability to be flexible in order to perform at the highest level as a team player.

Ability to work independently with minimal supervision, and able to prioritize assignments.

Ability to maintain confidentiality within the program staff at the highest level.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS:

The position involves working within all weather conditions. Ability to lift and carry in all types of settings. Ability to occasionally lift heavy weight.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS:

This position requires incumbent to be on call 24 hours per day, on a rotating basis, to respond to emergencies.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: August 27, 2025
CLOSE: September 15, 2025**

(PLEASE NOTE NEW EMAIL ADDRESS)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.