
Alabama State Port Authority Job Description

Job Title: **Assistant Harbormaster**
Job Code: **1111002**

Job Class: **Corp**
FLSA Status: **Exempt**

Job Summary

The Assistant Harbormaster performs or assists with all duties for the Harbor Master office including harbor logistics, compliance, training, and emergency preparedness and response.

Essential Functions

1. Coordinates vessel arrival and departure to maximize operational efficiency and safety.
2. Supervises Harbor Pilots and assists training of future harbor pilots in the performance of duties related to the movement of vessels using port facilities.
3. Supervises the maintenance of harbormaster logs, vessel records and computer data.
4. Confers with vessel agents, pilots, towing companies, governmental agencies, departmental employees, and other maritime officials through radio, direct telephone, or email.
5. Monitors depth of water at berth and channels.
6. Reviews construction permits in the waters of the state as to the effect on navigation.
7. Maintains current working knowledge of federal, state, and local rules and regulations relative to seaport operations.
8. Performs Facility Security Officer (FSO) duties as required.
9. Maintains current working knowledge of the port tariffs to ensure compliance.
10. Assists in the inspection of dock facilities, including vessel securing and fender systems, reporting damages, obstructions, and housekeeping.
11. Generates and presents detailed weekly and monthly reports for the Harbormaster, summarizing operations, revenue, and any operational issues.
12. Attends cross departmental meetings, as required.
13. Assists with the design and execution of comprehensive emergency response plans, including drills, tabletop exercises, and training programs.
14. Assists with or leads response efforts during emergencies, coordinating multi-agency efforts and ensuring seamless communication.
15. Ensures adherence to federal and state emergency management guidelines, including FEMA, Coast Guard, and Department of Homeland Security standards.
16. May serve as the primary liaison for emergency response coordination with government agencies, first responders, maritime operators, and port tenants.
17. Conducts workshops and outreach programs to educate port staff and stakeholders on emergency response protocols.
18. Performs other duties as assigned.

Supervisory Responsibility

None

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	4-year college degree	Maritime studies, logistics or related field.
Experience	7 years	Maritime experience

Substitutions allowed for Education: Indicated experience is required; no substitutions allowed.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS) is required.

Strong verbal and written communication skills.

Excellent organizational skills with attention to detail.

Ability to work in a fast-paced environment and manage multiple priorities effectively.

Certification or Licensure Requirements

Valid driver's license.

Ability to obtain TWIC.

Certification in port security, environmental management, or emergency response is preferred.

Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on computer. Occasionally requires standing and lifting up to 25 pounds.