



**CAREER OPPORTUNITY: Harbormaster I**  
**(Shift 1- 2130 – 0730 Graveyard Shift)**

**Salary Min|Max \$58,000 | \$85,132**

**APPLICATION SUBMISSION DEADLINE: March 14, 2025 or until filled**  
**THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS**  
**SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF**  
**HARBORMASTER I. ANY INDIVIDUAL WITH AN INTEREST IN BEING**  
**CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

**APPLICATION SUBMISSION REQUIREMENTS:**

- 1) **COVER LETTER (including desired salary)**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

**HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;**

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

**HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)**  
**HR-HARBORMASTER I**

**OR.....**

- **BY US.POSTAL SERVICE:**

**THE PORT OF HUENEME**  
**HARBORMASTER I**  
**Attn: #345 HR-RECRUITMENT**  
**567 West Channel Islands Blvd. Port Hueneme, CA 93041**

**POSITION TITLE:** HARBORMASTER I

**DEPARTMENT:** MARITIME OPERATIONS

**BARGAINING UNIT:** SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) Local 721

**POSITION DESCRIPTION:**

An entry-level Harbormaster I play a crucial role in assisting with the management and operations of a Harbor or Port facility. This position serves as a foundational role for individuals aspiring to pursue a career in harbor management and maritime operations. The Harbormaster I reports to the Harbormaster Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to the Position Description the Harbormaster I will perform the following essential duties and related duties as may be assigned.

**9. Port Operations Support:**

- Complete a probationary period of twelve months obtaining training across various work shifts, demonstrating adaptability and readiness to learn during day, evening, and overnight shifts.
- Assist senior Harbormasters in overseeing day-to-day Port operations, including vessel traffic management, mooring assignments, and cargo handling activities.
- Learn, comprehend, and adhere to the Districts Port Terminal Tariff, Port regulations, safety protocols, and environmental guidelines to ensure the efficient and safe operation of the Port. Learn appropriate Port contracts to enforce compliance.
- Provide guidance to contracted security personnel and provide temporary relief for unscheduled breaks.
- Assist Port pilots with the alignment and placement of ships and barges along their assigned berths, when required.
- Assist Harbormaster Supervisor and Harbormasters II in relation to berthing and cargo operations of ships on Naval Base Ventura County joint use area, (JUA).
- Check water meters and record the quantities of water taken by all vessels on Port docks.
- Turn on lights in work areas as needed.
- Receive calls and record messages accurately and timely. Follow up appropriately.
- Learn and communicate appropriately on Marine Band Radios.
- Shadow and learn from Harbormaster II

**10. Customer Service:**

- Provide aid and support to vessel operators, Port users, and visitors, addressing inquiries, providing information, and resolving issues courteously and efficiently.
- Foster positive relationships with harbor users to enhance customer satisfaction and promote a welcoming and professional Port environment.
- Create and maintain a reference of index cards containing the ship's registry and characteristics, including taking photographs of deep draft vessels in Port as necessary and update vessel characteristics including but not limited to shorepower cable lengths.

#### **11. Safety:**

- Assist in implementing and enforcing safety measures within the harbor, including monitoring access points, conducting safety inspections, and responding to emergencies as directed.
- Patrol all areas of the district's property and facilities and conduct routine defined safety rounds of the Port area.
- Learn to identify and address potential safety hazards and risks to maintain a hazard-free Port environment.
- Ensure that all appropriate actions and notifications are made in the event of an oil spill or discharge of any hazardous materials.
- Contact, communicate and coordinate with the federal, state, and local agency having operational area jurisdiction as incidents dictate.
- Direct report and enforce all traffic in the Port areas ensuring compliance with traffic and parking regulations.
- Periodically inspect the small craft moored at District floating docks for the purposes of; a) determining if there are unauthorized persons on board, b) detecting pilferage or vandalism, c) determining the adequacy of mooring lines during inclement weather, d) detecting evidence of taking aboard water, and e) other reasons as required or assigned.
- Immediately report to Harbormaster Supervisor or Director of Operations and/or the appropriate public safety agency of any illegal or unauthorized incidents such as breach, fires, accidents, injuries, vandalism, unauthorized entries, unexpected or unauthorized gatherings, workplace violence, or labor issues.

#### **12. Administrative & Finance Tasks:**

- Assist with administrative and finance duties such as maintaining records of vessel movements, Port activities, and communicating all to finance ensuring all revenues are captured for Port activities.
- Learn to prepare reports and documentation related to Port operations, compliance, and incident reports as required.
- Learn operational software and input data accurately and timely.

#### **13. Maintenance Support:**

- Learn to identify maintenance needs and report issues to appropriate personnel for timely resolution to ensure the functionality and safety of Port facilities.
- Coordinate with facilities personnel to ensure customer requests are completed for example freshwater hookups.

**Training and Development:**

This entry-level position offers valuable on-the-job training and opportunities for professional development under the guidance of experienced supervisors and Harbormasters II. Supervisors and Harbormaster II's will periodically review progress, essential duties and data entry and provide feedback. Employees will receive instruction in harbor management practices, Port operations procedures, safety protocols, and relevant regulations to build foundational knowledge and skills for advancement within the field.

**Qualifications:**

- High school diploma or equivalent; relevant coursework in maritime studies, business administration, or related field preferred.
- Strong interest in maritime operations, harbor management, or related industries.
- Excellent communication and interpersonal skills, with a customer service-oriented approach.
- Ability to work effectively as part of a team and willingness to learn from experienced Harbormasters.
- Basic understanding of safety protocols and regulations applicable to harbor operations.
- Physical ability to perform duties including lifting, bending, and working outdoors in varying weather conditions.
- Ability to Swim.

**Special Requirements:**

- A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.
- Incumbent must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e., must be able to successfully obtain a Transportation Workers Identification Card, (TWIC).