

PART I	DEPARTMENT OF PERSONNEL SERVICES	8.688
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HARBOR AGENT I, II, III, IV, V

Series Definition:

This series includes all positions the duties of which primarily concern the operation and maintenance of harbors for light and medium draft vessels in the State of Hawaii. The positions are concerned with such functions as assigning berths; regulating movement of vessels in the harbor; providing for billing and collection of fees; enforcing traffic, boating and harbor regulations; inspecting boats; and inspecting and maintaining harbor facilities and equipment.

Small boat harbors are intended primarily for the berthing of recreational and fishing boats. However, at several small boat harbors, commercial activity is also permitted. Commercial activities at these harbors may include such ventures as tour boats, charter cruises, commercial fishing. Activities at medium draft harbors include the same type of commercial activities, as well as inter-island barge traffic and cargo handling.

The work described in this series does not reflect the operation of large State deep draft commercial harbor operations such as Honolulu Harbor, Nawiliwili Harbor, Kahului Harbor, or Hilo Harbor, which are concerned primarily with the movement of bulk and general cargo and the accommodation of large international ocean-going passenger liners.

It is not the intention of these specifications to draw fine distinctions between such terms as "harbors," "ports" or "marinas". For the purpose of these specifications, the terms "harbors" and "small boat harbors" shall be used and are intended to mean a body of water sheltered naturally or artificially against currents, waves and winds and deep enough to furnish berthing for ships and/or boats.

No attempt is made to make distinctions between "ships" and "boats". For the purpose of these specifications, the terms "boats" or "small boats" will also be used to identify all vessels which use the harbors covered in these specifications.

Classes in this series are distinguished on the basis of the following classification factors: 1) nature and variety of work, 2) nature of available guidelines, 3) nature of supervision received, 4) purpose and nature of interpersonal relationships required, 5) supervisory responsibilities, and 6) knowledge and abilities required. The interaction of these factors are

discussed at each level under two major headings: (1) the characteristics of the harbor, and (2) the nature and scope of responsibility.

- (1) Characteristics of the harbor. This factor is critical in the classification of positions in this series. It deals with such considerations as the size and location of the harbor; number and types of users; intensity of operational and administrative activity; extraneous elements (e.g., proximity to tourist areas, vehicular and pedestrian traffic); and combinations thereof. Combinations of these considerations contribute toward making the operational activity of a harbor more intense and complex. Increasing intensity and complexity of harbor operations, in turn, makes the job of the harbor operations agent increasingly more difficult. For instance, the larger harbors have more tenants, increasing proportionately the number and impact of decisions which must be made and enforced. Multiple use harbors which service both recreational and commercial activity require enforcement of different rate structures for use of harbor facilities; increase the potential for conflicting interests among different groups of harbor users; and increase the kinds and amounts of harbor traffic. These factors in turn increase the number, kind and criticality of decisions which must be made and enforced. Proximity to major metropolitan, tourist and other recreational areas also increases the amount of shore traffic and congestion (vehicular and pedestrian) with which the harbor agent must contend.

While each harbor differs from any other according to particular characteristics of individual local conditions, common elements characterize certain harbors and such harbors are grouped in categories according to operational activity and complexity as follows:

a) Least active and complex

Harbors in this group are characterized by such factors as locations away from principal metropolitan and/or tourist areas; small number of berths (less than 50); little demand for temporary and permanent berthing; minimal harbor and shore activity.

b) Moderately active and complex

Harbors in this group are characterized by locations away from principal metropolitan and/or tourist areas, a large number of berths and harbor activity which is

moderately active and complex. Two groups of harbors fall into this category: (1) those larger harbors (50 to 300 berths) which primarily service recreational boating and/or fishing activities; and (2) multiple use harbors (recreational and commercial) in locations away from major tourist areas (i.e., Kawaihae and Kaunakakai) with commercial activity primarily concerned with periodic bulk and general cargo movement.

c) Significantly active and complex

Harbors in this group are characterized by such factors as locations in principal metropolitan or tourist areas; large number of berths (over 50) with long waiting periods for berthing space; frequent need to provide temporary berthing for transient boats; usually a mix of recreational and commercial boating activity; high intensity of vessel, vehicular and pedestrian traffic; and periodic special activities such as hosting local, national and international fishing and sailing events.

Proximity to major metropolitan and tourist areas increase the diversity of commercial activity. In addition to commercial and charter fishing boats, these harbors also berth passenger-carrying boats engaged in various tourist oriented boating activities (e.g., harbor cruises, glass bottom boat rides and sunset and dinner cruises).

d) Most active and complex

The Ala Wai Harbor system is the largest and most active and complex small boat harbor in the State (over 700 berths and moorings). Apart from size, the Ala Wai Harbor is characterized by its location in the principal city on the principal Island; its proximity to the major tourist destination in the State; large waiting list for permanent berths; the need to provide temporary berthing for transient boats; a significant population of "liveaboards"; high intensity of vessel, vehicular and pedestrian traffic (much of which is not harbor connected); and periodic special activities such as hosting prestigious international sailing

- (2) Nature and Scope of Responsibility. This factor concerns the nature and extent of supervisory control received and exercised over the work of other employees.

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This is the first class specification for the new classes HARBOR AGENT I, II, III, IV & V which replaces Harbor Attendant I (8.692), approved on June 2, 1961, Harbor Attendant II & III (8.694 & 8.695) approved on February 24, 1964 and Harbor Superintendent (8.697) approved on July 15, 1955.

DATE APPROVED: 6/7/83 /s/ James H. Takushi  
JAMES H. TAKUSHI  
Director of Personnel Services

HARBOR AGENT I 8.688

Duties Summary:

Operates and maintains one or several small boat harbors representing harbor activities which are operationally the least active and complex; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the operation and maintenance of one or several small boat harbors or other boating facilities representing harbor activities which are operationally the least active and complex, the scope of which are characteristic of the small boat harbor facilities at Manele Bay (Lanai), Nawiliwili (Kauai), and Port Allen (Kauai).

A position in this class is assigned to one or several small boat harbors and boat launching facilities which are located in more rural areas, have a small number of berths (less than 50), and which service a low level of commercial boating activities. The Harbor Agent I works alone with latitude for scheduling his daily activities. General supervision in these operations and maintenance activities is received from a higher level representative of harbors management who is located at the harbors district office. Matters outside of routine day-to-day operational and maintenance activities of the assigned harbor are referred to the harbors district office for guidance.

Examples of Duties:

Assigns and reassigns berths to permanent and visiting boaters; inspects boats for compliance with State laws and

requirements and makes reports concerning violations; performs minor electrical and plumbing repairs, rough carpentry and painting; makes recommendations for more extensive repairs or improvements; performs grounds keeping and custodial duties; keeps records necessary to bill tenants for use of moorings and other facilities; collects fees and charges; issues receipts; records and reports unsafe practices, damage to property, condition of harbor facilities, vessel counts, arrivals and departures; investigations and reports oil spillage or other pollution in the harbor; maintains order, enforces boating laws and harbor rules; issues citations when required; serves as liaison between the State Harbors Division, harbor tenants and the general public.

Knowledge and Abilities Required:

Knowledge of: Simple clerical procedures; simple arithmetic (addition, subtraction, multiplication, division); hand tools and their use.

Ability to: Establish and maintain effective working relationships with boaters and the general public; keep simple records and make simple reports; make arithmetic computations; learn and apply various rules and regulations; use simple hand tools used in minor repair and painting tasks; operate motor vehicles including small vans and pick-up trucks.

HARBOR AGENT II

8.689

Duties Summary:

Assists a higher level representative of harbors management in the operation and maintenance of one or several harbors representing harbor activities which are operationally, significantly active and complex, or the most active and complex; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting a higher level representative of harbors management in the operation and maintenance of one or several harbors or other boating facilities representing harbors which are characterized, in these specifications, as operationally, significantly active and complex, such as the harbors at Kewalo Basin (Oahu), Lahaina (Maui), Kailua-Kona (Hawaii) or the small boat harbors program of the East and South Hawaii District, or the most active and complex, such as the harbor at Ala Wai.

A position in this class acts in an assistant capacity and performs most of the duties required to operate, and maintain, the assigned harbor facilities. Because of the complex and very active nature of the harbors' operations, the principal harbor agent and assistant positions share in the performance of most of the duties, although the principal position is the superior position and has authority over and responsibility for the activities.

Examples of Duties:

Assists a higher level representative of harbors management by performing all or most of the duties described below:

Interprets, explains and enforces all laws, rules and regulations pertinent to the operation of small boat and commercial harbors; issues citations for violations of small boat and commercial harbor rules and tariff; maintains order and insures that restricted areas are secured against entry by unauthorized vehicles and individuals; regulates and controls the movement and parking of vehicles; regulates the movement of vessels in the harbors; assigns berths; observes and assists in the docking and undocking of vessels; records vessel arrival and departure times; arranges for mooring of boats in the harbors; reports the arrival of out-of-state and foreign vessels to the proper authorities; maintains visitor log book; issues temporary moorings permits to transient boats; conducts initial and annual vessel inspections for compliance with State and Federal boating laws and to ensure boats are in good material and operating condition; maintains checking procedures for proper vessel registration and documentation; initiates action on abandoned and derelict vessels; conducts physical inventory of vessels in the harbor to ensure no unauthorized mooring and to determine availability of berths; maintains current waiting list for mooring and other harbor use permits; inspects the physical condition of harbor grounds and facilities; performs minor painting and simple repair work in the upkeep of harbor facilities; performs custodial duties to keep grounds and facilities clean, sanitary and in good working order; maintains inventory of office and janitorial supplies; processes maintenance and repair requests to appropriate agency; prepares periodic reports on facility condition; investigates and reports oil spillage and other pollution to proper authorities; maintains records necessary for the billing of wharfage, dockage, oil line usage and other related tariffs and fees; collects charges and furnishes receipts for demurrage and registration fees; prepares deposit slips and deposits daily receipts; prepares correspondence, reports and replies to queries; maintains harmonious relationships among the tenants and the

boating public; may testify and make recommendations on small boat and commercial harbors rules and tariff; may act as harbors representative to special events groups using the harbors as headquarters or designation.

Knowledge and Abilities Required:

Knowledge of: Simple clerical procedures; simple arithmetic (addition, subtraction, multiplication, division), hand tools and their use.

Ability to: Establish and maintain effective working relationships with boaters and the general public; keep simple records and make simple reports; make simple arithmetic computations; learn and apply various rules and regulations; use simple hand tools used in minor repair and painting tasks; operate motor vehicles up to small vans and pick-up trucks.

<u>HARBOR AGENT III, IV, V</u>	8.690
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Duties Summary:

Operates and maintains one or several harbors; and performs other related duties as assigned.

Distinguishing Characteristics:

These classes represent responsibility for the operation and maintenance of assigned harbors. Positions in these classes are concerned with such functions as assigning berths; regulating movement of vessels in the harbors; providing for billing and collecting of fees from harbors users; enforcement of traffic, boating and harbor regulations; inspection of boats; inspection and maintenance of harbor facilities and equipment; and representing the operation to harbor users and the general public.

Harbor Agent III: This class is distinguished by its responsibility for the operation and maintenance of one or several harbors or other boating facilities representing harbor activities which are operationally moderately active and complex, such as the harbors at Keehi, Haleiwa, Waianae (all on Oahu); Maalaea (Maui); Kawaihae (Hawaii); and Kaunakakai (Molokai); acting as the senior on-site representative of harbors management at the assigned harbor complex; and interpreting and enforcing State laws, and rules governing small boat and commercial harbors and tariff; and,

usually, supervising one or two clerical or laborer positions.

Harbor Agent IV: This class is distinguished by its responsibility for overseeing, supervising and participating in the operation and maintenance of one or several harbors or boating facilities representing harbor activities which are operationally significantly active and complex, such as the harbors at Kewalo (Oahu); Lahaina (Maui); and the Kailua-Kona/Honokohau Complex (Hawaii); acting as the senior on-site representative of harbors management at the assigned harbor complex; interpreting and enforcing State laws, and rules governing small boat and commercial harbors; and supervising a lower level harbor agent.

Harbor Agent V: This class is distinguished by its responsibility for overseeing, supervising and participating in the operation and maintenance of the Ala Wai Boat Harbor, Ala Wai Canal and adjacent areas; the largest and operationally most active and complex small boat harbor in the State; acting as the senior on-site representative of harbors management at the assigned harbors; interpreting and enforcing State laws, rules and regulations governing small boat harbors; and supervising a lower level harbor agent, several clerical and several laborer positions.

Examples of Duties:

Interprets, explains and enforces all laws, rules and regulations pertinent to the operation of small boat and commercial harbors; issues citations for violations of harbor rules; maintains order and insures that restricted areas are secured against entry by unauthorized vehicles and individuals; regulates and controls the movement and parking of vehicles; regulates the movement of vessels in the harbors; assigns berths; observes and assists in the docking and undocking of vessels; records vessel arrival and departure times; arranges for mooring of boats in the harbors; reports the arrival of out-of-state and foreign vessels to the proper authorities; maintains visitor log book; issues temporary mooring permits to transient boats; conducts initial and annual vessel inspections for compliance with State and Federal boating laws and to ensure boats are in good material and operating condition; maintains checking procedures for proper vessel registration and documentation; initiates action on abandoned and derelict vessels; conducts physical inventory of vessels in the harbor to ensure no unauthorized mooring and to determine availability of berths; maintains current waiting list for mooring and other harbor use permits; inspects the physical condition of harbor grounds and facilities; maintains inventory of office and janitorial supplies; processes maintenance and repair requests to appropriate agency; prepare periodic reports on



facility condition; investigates and reports oil spillage and other pollution to proper authorities; maintain records necessary for the billing of fees; collects charges and furnishes receipts for registration fees; prepares deposit slips, deposits daily receipts; prepares correspondence and reports and replies to queries; maintains harmonious relationships among the tenants and the boating public; may testify and make recommendations on small boat and commercial harbor rules and tariff; may act as harbors representative to special events groups using the harbors as headquarters or destination; may plan, schedule and assign the work of others.

Knowledge and Abilities:

Knowledge of: Arithmetic; simple recordkeeping and reporting procedures. In addition, applicants for Harbor Agent IV and V must demonstrate knowledge of laws, rules and regulations pertaining to the operation of small boats; safety practices pertaining to the operation of small boats and the use of harbors and harbor facilities; property management and maintenance methods and practices; principles and practices of supervision.

Ability to: Keep simple records and prepare simple operational reports; make arithmetic computations; read, understand and enforce appropriate laws, rules and directives pertaining to the operation of small boats and small boat and commercial harbors; establish and maintain effective working relationships with boat owners and the general public; act authoritatively within assigned jurisdiction; operate vehicles up to vans and pick-up trucks.

In addition, applicants for Harbor Agent III, IV and V must be able to supervise the work of others.