



OLD MASSETT VILLAGE COUNCIL

Economic Development and Commercial Lands Department

348 Eagle Avenue Old Massett / PO Box 189 V0T 1M0

Cell: 250-626-7155 / Fax: 250-626-5440

Natural Resources Department

Position: Harbour and Wharf Manager

Location: Massett, Haida Gwaii

Position Type: Part Time

Start Date: TBD

Wage: \$25.00 per hour

About Us:

The Old Massett Village Council, Natural Resources and Economic Development Department, is working on the *Dal Kaahlíi* Harbour Authority to improve harbour operations, safety, and services at the Massett fisherman's wharf.

The harbour is an important community asset that supports local fishers, vessel owners, marine users, and future economic development opportunities. As harbour operations continue to grow and improve, we are focused on safe day-to-day operations, clear administration, respectful service, reliable maintenance, and strong communication with harbour users.

About the Role:

The *Dal Kaahlíi* Harbour Authority is seeking a reliable, self-motivated, and practical Harbour and Wharf Attendant to support the daily operations of the small craft harbour and fisherman's wharf in Massett.

This hands-on position is responsible for supporting the safety, cleanliness, organization, and functionality of the docks. The role also includes moorage-related administration, fee collection, basic recordkeeping, communication with harbour users, and reporting maintenance or safety concerns to management.

This position reports to the Natural Resources Manager to support safe, respectful, and reliable harbour operations.

Current harbour services include water and hydro hookups. As the harbour continues to develop, future improvements may include washrooms, showers, and laundry facilities.

Key Responsibilities

- Conduct regular dock inspections to identify unsafe vessel conditions, loose lines, waterline concerns, damaged infrastructure, utility issues, and other hazards.
- Maintain clean and safe docks and harbour areas through routine debris removal, basic upkeep, and hazard prevention.
- Support safe use of moorage spaces, docks, water hookups, hydro connections, and other harbour facilities.
- Monitor vessel conditions and promptly report sinking risks, fuel or oil concerns, safety violations, damaged infrastructure, and emergency situations.
- Assist with safe vessel docking and undocking when appropriate.
- Perform minor maintenance, including securing loose lines, and identifying repairs requiring qualified contractors.
- Respond to storms, emergencies, utility problems, unsafe vessel conditions, and other urgent harbour issues as directed.
- Maintain accurate wharf and facility assessments, vessel, incident, and maintenance records.
- Apply and uphold harbour rules, moorage requirements, utility-use expectations, and safety procedures consistently.
- Communicate professionally with fishers, vessel owners, contractors, emergency responders, community members, and OMVC staff.
- Administer moorage fees and harbour-related collections, including issuing receipts, maintaining payment records, preparing invoices, and submitting funds and records according to OMVC procedures.



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Required Qualifications:

- Reliable, self-motivated, and able to work independently.
- Comfortable working outdoors in all weather conditions.
- Physically able to walk docks, lift or move light equipment, use basic tools, and assist with routine harbour tasks.
- Strong communication skills and ability to deal respectfully with fishers, vessel owners, community members, and visitors.
- Ability to communicate calmly and respectfully during difficult conversations or when addressing non-compliance.
- Basic recordkeeping skills, including paper and digital files.
- Ability to follow safety procedures and report concerns clearly.
- Ability to work under pressure and respond appropriately in changing weather, harbour, or emergency conditions.
- Willingness to work irregular hours, including evenings, weekends, holidays, and storm response when required.

Preferred Qualifications / Assets:

- Familiarity with marine environments, commercial fishing vessels, small craft harbours, docks, or wharf operations.
- Experience with cash handling, simple invoicing, receipts, payment tracking, or office software.
- CPR/First Aid training.
- VHF radio experience.
- Small vessel handling experience.
- Basic maintenance experience.
- Strong communication and organizational skills.
- Marine experience and knowledge are preferred.
- Valid driver's licence is considered an asset.
- Valid marine radio operator certification is considered an asset.

Additional Notes:

- The successful applicant must be available for on-call or emergency response during storms, urgent harbour issues, or other operational needs.
- This role is important to the revitalization of the harbour and supports safety, community engagement, local fishers, and future economic development.
- Equipment such as pumps, pressure washer, and basic tools will be provided.
- OMVC organization cell phone, laptop, and printer for the office will be provided.
- Training and orientation will be provided as required.

Application Deadline: Open until position is filled.

How to Apply:

Please submit your cover letter and resume to reception@omvc.ca or deliver it in person to front desk at the Band Office.

Subject line must read: Harbour Attendant Position

Preference may be given to applicants of Indigenous ancestry, pursuant to Section 41 of the B.C. Human Rights Code.

Only those selected for an interview will be contacted.

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