



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
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JOB TITLE: **Ferry Terminal Agent/ Line handler**

JOB TYPE: On-call, part time

DEPARTMENT: Dock

REPORTS TO: City Manager

HOURLY RATE: \$20.06

This position is part-time, on-call. Hours are variable and dependent upon the scheduled arrival/departure of the ferry.

JOB DESCRIPTION

The agent/line handler is required to be at the ferry terminal office one hour prior to the ferry arriving. All line handlers are responsible for removing snow and ice around the cleats when necessary. This also includes shoveling out the water valve, if the ferry is taking on water.

Open the office, answer the phones, make reservations, issue tickets and collect payment.

Answers questions related to the ferry schedule and sailings.

Employee must be willing to lock the office, tie up the ferry when it arrives, and let it loose when it departs. The time that the ferry is in port, the agent must be in the office, answering phones, making reservations. Some additional reports may have to be completed for the Alaska Marine Highway.