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# TOWN OF CHILMARK

## CHILMARK, MASSACHUSETTS

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TO: Personnel Board  
CC: Selectmen, Harbor Master  
FR: Tim Carroll, Executive Secretary  
DT: June 13, 2011  
RE: Harbor Staff – Position Descriptions

The Selectmen met with the Harbor Master on Thursday June 9<sup>th</sup> for an hour and a half. This was their annual inspection of the harbor. They walked the entire dock system and created a list of maintenance for the Harbor Department to complete. It included regular maintenance as well as emergency repairs to stairs that were missing treads and leaking water lines.

It was brought to my attention by the Harbor Master Thursday afternoon that the position descriptions for the Assistant Wharfingers lack the standard “other reasonable tasks” language or a specific requirement to perform maintenance.

I made a verbal request to your Administrative Assistant to put this situation on your agenda for Thursday June 16<sup>th</sup>. I am requesting that the Human Resource Board amend the harbor staff position descriptions to include a reference to performing maintenance and other reasonable tasks.

Thank you for your attention to this matter.