

I. POSITION TITLE: **Assistant Wharfinger**

II. SUPERVISOR: Harbormaster/Wharfinger and Assistant Harbormaster/Wharfinger

III. GENERAL DESCRIPTION OF DUTIES: Assist the Harbormaster in regulating and controlling the waters and wharves of Chilmark in connection with vessel use. (These waters include Menemsha Harbor, Bight, Creek, and Pond, Quitsa and Stonewall Ponds.)

IV. DUTIES AND RESPONSIBILITIES:

- A. Act as Harbormaster when on duty in the absence of the Harbormaster and Assistant Harbormaster.
- B. Enforce provisions of Motor Boat Law and other state and local regulations when applicable under the supervision of the Harbormaster.
- C. Collect all fees as established by the Town for mooring and docking when necessary.
- D. Enforce pump-out regulations.
- E. Carry out rescue operations within town waters and maintain communications with Coast Guard and other search and rescue agencies and assist such agencies when called upon.
- F. Maintain law and order on town waters and respond to complaints regarding noise, boats or wrong moorings, vandalism, etc.
- G. Job schedule: Summer season - approximately 400 hours duty.

The essential duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the Board and with respect and confidentiality for the applicants and Boards.

Educate self in Massachusetts General Laws and other sources as they pertain to boating regulations; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Executive Secretary.

V. SUPERVISORY RESPONSIBILITIES: None

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Educate self in Massachusetts General Laws and other sources as they pertain to the boating regulations.
- B. Have extensive experience as boatman.
- C. Have familiarity with harbor management and boating regulations.
- D. Detailed knowledge of town waters, special tide and current situations peculiar to Menemsha.
- E. Must be able swimmer.
- F. Must be forceful and authoritative and maintain favorable public relations as a town official.
- G. Ability to work with little day-to-day supervision.
- H. Ability to communicate effectively with town employees, state and local officials, and the general public.
- I. Respect for the privacy of co-workers and the public we serve.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade III 400 Hours per year (July & August)

Approved by: Personnel Board: Date:  
Reviewed by: Board of Selectmen Date:  
Harbormaster Date:

Chairman: \_\_\_\_\_  
Chairman: \_\_\_\_\_  
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 ADMIN MS  
APPROVED