

**Job Description – Harbormaster - Chilmark Town Hall**  
June 16, 2011

I. POSITION TITLE: Harbormaster (HM)

II. SUPERVISION and SUPERVISORY RESPONSIBILITIES:

The Harbormaster (HM) works under the general supervision of the Board of Selectmen (BOS). The HM exercises discretionary power over all of the Harbor and Town Waterways functions in consultation with the BOS as necessary. The HM establishes, administers and supervises all long and short term plans, objectives and projects pertaining to all Town waterways. The HM supervises year round and seasonal employees in their day to day functions and recommends appropriate personnel actions as necessary. The HM maintains contact with other staff, Town residents, and members of the public on a daily basis. Seasonal work load and responsibilities fluctuate dramatically but HM is required to be on call year round for matters pertaining to the Town's waterways management or emergency situations.

III. DUTIES AND RESPONSIBILITIES:

- A. Administers and enforces all applicable Massachusetts General Laws as well as all applicable federal and local laws including the Chilmark Waterways Rules and Regulations (CWRR). Enforces Coast Guard boating rules and safety regulations.
- B. Prepares an annual report to the Board of Assessors of vessels moored in Chilmark;
- C. Develops and administers the Harbor budget in consultation with the Town Accountant. Purchases needed equipment and supplies for the department; ensures the completion and maintenance of necessary records, reports and documentation.
- D. Manages and allocates the private mooring permits; manages and supervises the allocation and administration of Town leased slips, transient berths, and transient moorings; allocates dockage for the commercial wharf; supervises collection, documentation, and transmittal of all fees to the Town Treasurer.
- E. Ensures all Town waterfront and harbor facilities and equipment are in good working condition at all times and pose no public safety risks.
- F. Performs and/or oversees the maintenance and repairs of all Town waterfront and harbor facilities and equipment including but, not limited to harbor docks, ramps, floats, aids to navigation, department boats and equipment. Schedules, manages and oversees capital improvements to all town owned marine facilities. Ensures that waterways are used in a safe environmentally friendly and lawful manner.

G. Responsible to properly equip Harbor Department and to maintain all equipment/materials in good working order.

H. Works with Town and other island departments including but not limited to the Police, Fire, Emergency, Beach, Highway and Board of Health to keep the harbor and Town waterways functioning safely and efficiently.

I. Assists vessels in emergency situations; performs safety and rescue work during adverse weather conditions and emergencies. Assists other agencies such as local harbor masters, the Coast Guard, and the Environmental Police, and all appropriate federal, state, and local agencies during emergencies, with investigations and in mutual aid situations.

J. Serves as the primary maritime public safety and enforcement officer.

K. Recommends to BOS, trains, schedules, and supervises the seasonal staff of assistant harbor masters and wharfingers. Implements personnel policies, prepares and verifies payroll.

L. Responds to inquiries and complaints from boaters, fishermen, residents and visitors; maintains good public relations.

M. Monitors town waterways regularly to answer questions and concerns, educate boaters, assist boaters in difficulty, and protect vessels against unlawful entry, fire, theft and vandalism.

N. Prepares department report for the Town Annual Report. Responsible for all Harbor records.

O. Acts as liaison for Homeland Security measures.

P. Membership and attendance to the Cape and Island Harbormaster Group meetings.

Q. Performs similar or related work as required, directed or as the situation dictates.

The essential functions or duties listed are intended as illustrations of 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.

#### IV. QUALIFICATIONS:

A. High School Diploma or equivalent

B. Harbormaster's Academy certification or must be obtained from the MA Criminal Justice Training Council at the first available course to secure a regular appointment.

- C. An acceptable CORI and SORI background check is required.
- D. Valid Massachusetts driver's license with a good driving record.
- E. Medical training as "First Responder" level and current CPR certificate.
- F. Ability to swim well.
- G. A minimum 25 ton USGC Captains License must be obtained within 12 months of being hired. This license is required for regular appointment by the Board of Selectmen 12 months after being hired.
- H. A minimum of ten years of maritime experience over the age of 16 with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, harbor operations and Command of Situation awareness.
- I. Demonstrated management skills including budget preparation and control, staff supervision, schedule and report writing. Experience managing a waterways related organization.
- J. Working knowledge of personal computers.
- K. Demonstrated ability to effectively communicate both orally and written with the boating public, elected officials, Boards, and other waterways agencies.
- L. Knowledge of waterfront construction techniques, waterways permitting process, dredging waterfront facilities management, and water pollution control techniques.
- M. Knowledge of waterways laws and ability to enforce those laws in an even handed manner. Prior experience in marine law enforcement preferred.
- N. Working knowledge of basic operation techniques and preventative maintenance of outboard engines.

V. WORK ENVIRONMENT:

Most work is performed outside in all weather; seasonal office is in the Harbormaster's shack on the bulkhead at Menemsha Harbor with year round desk in town Hall.

VI. REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- A. Knowledge of waterways operations, boat handling and rescue techniques.

- B. Knowledge of federal, state, and local applicable laws and regulations relating to marine environment.
- C. Knowledge of town waters, tidal conditions and currents.
- D. General knowledge of boat maintenance and repairs.
- E. Knowledge of harbor planning principals.
- F. Ability to work unsupervised, and to take the initiative in a wide variety of harbor related situations.
- G. Ability to deal effectively and diplomatically with government agencies, other Town employees, and the general public often in highly stressful situations.
- H. Ability to enforce rules and regulations firmly and impartially.
- I. Ability to operate vessels in severe weather conditions and emergencies.
- J. Ability to manage, supervise and evaluate staff.
- K. Basic carpentry skills and repair skills to perform maintenance and repair of equipment.
- L. Excellent communication skills.
- M. Financial skills – able to handle large sums of money and/or credit card data.
- N. Computer skills; must be familiar with email, Excel, Word and Harbor software.

VII. POSITION GRADE LEVEL AND TIME REQUIREMENTS:


As recommended by the HRBC and approved by the BOS.

Grade 9: Without USCG Captain's License.

Grade 10: With USCG Captain's License.

Approval By:

Human Resources Board:

Date: 6/16/11 Chair: 

Reviewed By:

Board. of Selectmen:

Date: \_\_\_\_\_ Chair: \_\_\_\_\_