

- 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. Notify Harbormaster of any emergency situation requiring a response from the Harbor Department.
- F. Notify Harbormaster if any complaints regarding noise, boats on 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 the Board.

Educate self in Massachusetts General Laws and other sources as they pertain to the 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 experience as boatman.
- C. Have familiarity boating regulations.
- D. Knowledge of town waters and special tidal conditions particular to Menemsha.
- E. Must be able swimmer.
- F. Must maintain favorable public relations.
- 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: Harbormaster Date: 5/2/2019 Harbormaster Ryan Rossi: 

Recommended by: Human Resources Board Date: 5/2/2019 Chairman: Jane Greene: 

Approved by: The Board of Selectmen Date: 5/7/2019 Chairman: Warren M. Doty \_\_\_\_\_