

Job Description – Harbormaster - Chilmark Town Hall
Draft of December 16, 2010

I. POSITION TITLE: Harbormaster (HM)

II. SUPERVISION and SUPERVISORY RESPONSIBILITIES:

Harbormaster works under the general supervision of the Board of Selectmen. Policy direction comes from the Board of Selectmen through their representative to whom the HM reports. Administrative support is provided by the Executive Secretary. HM exercises discretionary power over all of the Harbormaster functions in consultation with the Board of Selectmen as necessary. HM establishes, administers and supervises all long and short term plans, objectives and projects pertaining to the Town's Waterways: Menemsha Basin, Creek and Pond, Quitsa, Squibnocket Pond, Chilmark Pond, Stonewall Pond and Tisbury Great Pond, as well as their facilities. Employee supervises a year round part-time administrative assistant. 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. Harbormaster: 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");

B. Makes an annual report to the Board of Assessors of vessels moored in Chilmark;

C. Develops and administers the harbor budget - in consultation with the Accountant;

D. In accordance with the CWRR, manages and allocates the private mooring permits (currently set at 200), manages and supervises the allocation and administration of Town leased slips; transient berths, and transient moorings; allocates dockage for commercial wharf; supervises collection, documentation and transmittal of all fees to the Town Treasurer;

E. Schedules, manages and oversees capital improvements to all town owned harbor facilities as well as annual maintenance and repairs;

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

G. Works with other departments (Police, Fire, Emergency, Beach, Highway, Board of Health) to keep the harbor functioning efficiently and safely;

H. Responsible for supervision and co-ordination of search and rescue operations as well as emergency response to harbor problems, including liaison with the Coast Guard, and all appropriate federal, state and local agencies.

I. Hires, trains and supervises seasonal staff of assistant harbormasters and wharfingers.

J. Prepares department report for the Annual town report. Responsible for the maintenance of harbor records.

K. Supervises and co-ordinates emergency response to extreme weather conditions, environmental violations and national emergency alerts.

I. Acts as liaison for Homeland Security measures.

L. Performs other duties as required.

IV. QUALIFICATIONS:

USCG Captain's License, Transportation Worker Identification Card; valid drivers license; CPR and First Responder certification; Harbormaster's Academy certification; membership and attend the Cape and Island's Harbormaster's group.

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. Extensive maritime experience (minimum 10 years), and knowledge of, including experience with the operation of both small and large commercial and recreational vessels. Professional marina managerial experience desirable.

B. Familiarity with harbor management and detailed knowledge of town waters.

C. Ability to work unsupervised, and to take the initiative in a wide variety of harbor related situations.

D. Good communication skills and ability to maintain good relations with all patrons of town Waterways.

E. Financial responsibility- able to handle large sums of money and/ or credit card data.

F. Ability to manage, supervise, evaluate staff.

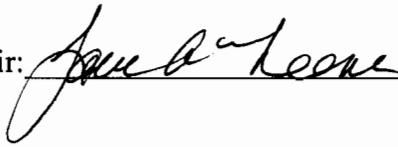
G. Computer literacy; must be familiar with e-mail, Excel, Word and Harbor Program.

VII. POSITION GRADE LEVEL AND TIME REQUIREMENTS:

Grade 10

Approval By:

Personnel Board:

Date: 12/21/10 Chair: 

Reviewed By:

Brd. of Selectmen:

Date: _____ Chair: _____

Brd. of Library

Trustees:

Date: _____ Chair: _____