

Harbor Master position description required certifications from twelve (12) other Massachusetts communities.

Beverly	CPR/1 st Aid or EMT	Reserve police	Harbor Master Acad	OSHA Lift truck	USCG w/ tow recommended, not required
Falmouth	CPR/1 st Aid	Reserve police		Driver's license	USCG Launch license may be required
Oak Bluffs	CPR		<i>(Excellent Qual list)</i>		
Gloucester	First Responder				
Kingston	Bachelor's Degree				
Chatham	CPR & First Responder	Gun permit	Harbor Master Acad	Driver's license	
Hingham	CPR/1 st Aid	Special Police			USCG uninspected passenger vessels
Barnstable	CPR/1 st Aid			Driver's license	Boating Safety certification
Duxbury	EMT	Reserve police	Harbor Master Acad	Driver's license	
Plymouth	EMT	Reserve police	Harbor Master Acad	Driver's license	USCG Captain's License
Truro					
Edgartown	CPR & First Responder			Driver's license	
<i>Fairhaven</i>	<i>Assistant/Shellfish Warden</i>			<i>Driver's license</i>	

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Communities that reported having Harbor Masters to the MMPA.

TOWN		Hrs/year	Start	End	Current	Updated
BARNSTABLE	Harbormaster	2080	\$79,732	\$95,287	\$0	Jul-09
BEVERLY	Harbormaster	2080	\$35,360	\$56,200	\$0	Jul-10
BOSTON	Harbormaster	2080	\$94,115	\$95,012	\$95,012	Jul-09
CHATHAM	Harbormaster	2080	\$74,547	\$90,854	\$86,466	Jul-08
CHILMARK	Harbormaster	1794	\$43,906	\$55,846	\$0	Jan-08
COHASSET	Harbormaster	2080	\$0	\$48,985	\$48,985	Jan-08
DANVERS	Harbormaster	2080	\$39,018	\$48,431	\$0	Aug-10
DENNIS	Harbormaster	2080	\$50,452	\$70,906	\$60,795	Jul-10
EASTHAM	Harbormaster	2080	\$56,888	\$67,600	\$0	Jan-08
EDGARTOWN	Harbormaster	2080	\$0	\$75,168	\$75,168	Jul-10
ESSEX	Harbormaster	250	\$3,818	\$3,818	\$0	Jul-10
FAIRHAVEN	Harbormaster	2080	\$33,280	\$36,442	\$39,145	Jul-09
FALMOUTH	Harbormaster	2080	\$68,203	\$89,003	\$89,003	Jul-10
GLOUCESTER	Harbormaster	1820	\$57,477	\$68,000	\$0	Jul-10
HAMILTON	Harbormaster	0	\$0	\$1,200	\$1,200	Jul-10
HARWICH	Harbormaster	2080	\$61,841	\$77,231	\$77,231	Jul-09
HINGHAM	Harbormaster	1820	\$50,491	\$61,824	\$56,800	Jul-09
IPSWICH	Harbormaster	352	\$4,224	\$4,224	\$4,224	Jul-10
MARBLEHEAD	Harbormaster	2080	\$55,090	\$73,428	\$73,428	Jul-08
MARION	Harbormaster	2080	\$0	\$70,000	\$70,000	Jul-09
MARSHFIELD	Harbormaster	2080	\$7,000	\$7,000	\$7,000	Jul-09
MASHPEE	Harbormaster	2080	\$49,026	\$60,632	\$53,914	Jul-08
NANTUCKET	Harbormaster	2080	\$85,528	\$107,492	\$107,492	Jul-10
NEWBURY	Harbormaster	1040	\$43,264	\$67,018	\$20,997	Jul-09
NEWBURYPORT	Harbormaster	1820	\$0	\$51,605	\$51,605	Jan-08
NORWELL	Harbormaster	0	\$0	\$5,100	\$5,100	Jul-10
OAK BLUFFS	Harbormaster	2080	\$0	\$69,751	\$69,751	Jan-08
ORLEANS	Harbormaster	2088	\$56,947	\$71,119	\$0	Jul-10
PLYMOUTH	Harbormaster	2080	\$65,987	\$80,997	\$0	Jan-09
ROCKPORT	Harbormaster	2080	\$0	\$6,845	\$6,845	Jul-09
SANDWICH	Harbormaster	2080	\$61,844	\$92,766	\$77,330	Jul-09
TISBURY	Harbormaster	2080	\$56,627	\$73,728	\$73,728	Jul-10
TRURO	Harbormaster	1600	\$39,700	\$50,752	\$39,700	Jul-10
WAREHAM	Harbormaster	2080	\$51,491	\$65,227	\$0	Jan-08
WEYMOUTH	Harbormaster	1820	\$49,400	\$60,888	\$0	Jul-10

City of Beverly
MASSACHUSETTS

JOB DESCRIPTION

Title: Harbormaster
Supervisor: Mayor
Grade: N/A
Civil Service: No
Union: No
Classification: Exempt

Summary:

Responsible for coordinating and organizing all aspects of Beverly harbor and Harbormaster Department. Duties include, but not limited to, issuing mooring permits and locations, implementing harbor regulations and maintaining accurate records of all operations. The Harbormaster also enforces all state laws and city ordinances while ensuring the safety of all boats and personnel within Beverly waters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following; other duties may be assigned.

- Operates the Harbormaster Department while managing a staff of 13 personnel and carrying out the duties and responsibilities outlined in the job description.
- Maintains an annual operating budget while keeping accurate up to date records and reports.
- Supervises and participates in the process of organizing and assigning mooring permits and locations in Beverly waters.
- Makes regulations regarding the size, kind and placement of all mooring gear within the confines of the City.
- Coordinates and assigns daily harbor patrols and work projects to assistant harbormasters while supervising and evaluating job performance.
- Works with the Harbor Management Authority on projects and ideas relating to improving the quality of Beverly harbor.
- Responsible for understanding and enforcing all state laws and city ordinances which govern safe boating, harbor pollution, fishing regulations and mooring regulations.
- Participate in federal, state and city law enforcement training programs and provide training or ensures the same training for all assistant harbormasters.

- Investigates all boating accidents, larcenies and property damage to boats and prosecutes all criminal activity.
- Assist all vessels in distress or disabled by providing towing, recovery, de-watering, fire fighting and medical aid.
- Provides training in job related areas such as seamanship, search and rescue, and law enforcement for all assistant harbormasters.
- Conducts the required training to re-certify all assistants in CPR and first aid on an annual basis.
- Ensures that all assistants receive all required training.

QUALIFICATIONS:

- A considerable amount of knowledge on all federal, state and local laws and regulations pertaining to boating and harbor operations. The Harbormaster must be able to navigate a vessel in adverse weather conditions and have the ability to provide assistance to vessels in distress. The Harbormaster must have the ability to plan, organize, coordinate and supervise the work of others as well as maintain accurate records and have a good working relationship with associates, the public and other agencies.
- A current CPR/First Aid or EMT certificate.
- Minimum two years experience operating boats in the Beverly area.
- Minimum two years experience with federal, state or local marine agency.
- A current certificate from a reserve/intermittent police academy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is required to talk or hear.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not usually moderate.

**CHIEF HARBOR MASTER
GRADE M-9**

Primary Purpose

Managerial, administrative, technical, supervisory, regulatory and manual work responsible for the effective and efficient operation of the multiple functions and programs of the Department; other related work as required.

Essential duties and Responsibilities:

The essential functions or duties listed below are illustrations of the type of work 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.

Supervises activities relating to management of approximately three thousand moorings, which are issued annually. Assists in collection of boat excise taxes and other fees. Performs abatement application inspections for Assessors Office as requested. Conducts inspections of all harbors to add out-of-state or documented boats for taxation purposes.

Oversees the operation and administration of all town marina facilities and programs; serves as Dockmaster for town marina. Evaluates and proposes pertinent changes to town bylaw.

Oversees the maintenance and repairs of all town waterfront facilities, including harbors, ramps and floats and aides to navigation, department boats, vehicles and equipment.

Oversees marine-related events, such as fireworks, dredging and waterways capital improvement projects, coordinating as necessary with other departments and agencies.

Performs on-water law enforcement. Enforces town (chapter 231:Waterways and Chapter 269: Mooring Regulations) and state (M.G.L. c 90B: Motor boats & Other Vessels and Recreational Vehicles; Chapter 91: Waterways; Chapter 102: Shipping & Seamanship; Chapter 270: Crimes Against Public Health) waterways and boating laws; performs boating accident investigations; prosecutes offenders and testifies to criminal complaints and warrants. Schedules staff; enforces town vehicle parking regulations.

Represents Town in appeals to regulatory agencies. Performs on-site waterways inspections for marine and water related permits for Conservation Commission and Board of Selectmen. Serves as court officer for all matters at District Court relating to the department. Represents department in governmental waterways permit applications.

Performs towing and search and rescue work; arranges commercial assistance for non-emergency disable boaters. Responds to on-water oil containment incidents.

Prepares and administers departmental budget, capital expenditures and warrant articles; administers contracts, prepares reports; ensures compliance with applicable laws and regulations.

Initiates short and long-range planning initiatives for capital improvement projects for Harbor Master's Department and Waterways Committee.

Assists Beach Committee and Recreation department with mooring items related to their boats and regulatory buoys and signage.

Supervision Received:

Works under the administrative direction of the Town Manager and in accordance with MGL c 91, and consults with the Waterways Committee for guidance as required; responsible duties require the exercise of considerable independent judgment in planning, organizing and supervising the department.

Supervisory Responsibilities:

Responsible for the hiring, training and supervision of the department, including approximately two full-time and ten seasonal personnel and approximately twenty seasonal volunteers. Serves as Administrator for Waterways Committee.

*Falmouth, Massachusetts
Chief Harbor Master*

Work Environment:

Most work is performed out of doors in variable weather conditions. Encounters dangers relating to law enforcement and providing assistance during rescues. Uses hand and power tools for maintenance activities. The employee is subject to considerable noise from marine engines.

The employee operates standard office equipment, light trucks, hand and power tools and small engines. The employee has frequent contact with state and federal agencies and town departments and boards and the general public to coordinate activities.

The employee has access to department related confidential information such as personnel files, criminal investigations and records, legal proceedings and bid documents.

Errors in administrative decisions could result in personal injury, delay or service, monetary loss, cause injury to others, and to equipment and have legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in business or public administration; three years of office management or marine related business responsibilities to include supervision of staff; or an equivalent combination of education and experience.

Additional Requirement:

Serves on-call twenty-four hours a day during boating season

Must complete the Massachusetts Reserve/intermittent Police Academy Program

Must complete the Harbor Master Academy

U.S. Coast Guard license with tow endorsement (recommended, not required)

CORI Certification; CPR/first aid; OSHA lift truck certificate

Knowledge, Ability and Skill:

Thorough knowledge of local water, boat handling and rescue techniques. Thorough knowledge of local, state and federal regulations pertaining to waterways. Working knowledge of financial record keeping, fee collection and spreadsheet applications.

Ability to enforce rules and regulations firmly and impartially. Ability to maintain harmonious relations with the general public and government agencies. Ability to communicate effectively in oral and written form.

Supervisory and planning skills; customer service skills, skill in developing policies and procedures to accomplish goals and objectives.

Physical Requirements:

Frequent moderate physical effort required; the employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, climb, and kneel. The employee is frequently required to lift objects weighing up to sixty pounds. Vision requirements include the ability to read documents, use a computer and operate a motor vehicle and vessels.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

*Falmouth, Massachusetts
Chief Harbor Master*

Position Title: Harbormaster / Marina Manager

Statement of Duties

Position performs responsible professional and managerial work in operation and maintenance of the Town's Marina, including establishing fees and fee collection, reservation system, and billing procedures for slips and moorings; maintaining and repairing piers, floats, docks and moorings; preparation of reports; and providing assistance to Board of Selectmen.

Position also serves as the Town's marine law enforcement officer; patrolling town waters, maintaining town piers and landings, receiving and processing applications for moorings for approval by the Board of Selectmen, maintaining billing procedures, maintaining other records and procedures as required; and managing budget and department personnel.

Essential Functions

The essential functions or duties listed below 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.

1. Manage reservation system by maintaining system, taking reservations, training staff for system, and following through on cash management
2. Manage cash system by maintaining and processing payments, training staff on system requirements, providing adequate accounting, and performing daily turnovers to Tax Collector.
3. Monitor and evaluate Marina performance, identify objectives, goals, and build support for plans and implement.
4. Manage seasonal staff by hiring, training, scheduling, and overseeing seasonal staff (primarily students).
5. Develop and implement Marina budget for all operating, personnel, and capital requirements.
6. Collaborate with Harbor Management Committee and Board of Selectmen and Town Administrator; educate Committee, Board of Selectmen, and Town Administrator on key challenges of Marina, building required support.

Oak Bluffs, Massachusetts

7. Execute proactive marketing by building relationships with key customers and groups to grow business.
8. Oversee need for repairs and maintenance by identifying key needs of physical plant and operating systems, research available remedies and pursue appropriate solutions.
9. Perform duties of Dock Attendants and Dock Supervisors from time to time (early/late season, or on busy days in season) by assisting customers in docking boats.
10. Conducts daily beach patrols of the waters of Oak Bluffs.
11. Responds to complaints about boats from the public, including noise, boats on wrong moorings, vandalism; investigates complaints; and pursues appropriate action to resolve complaints.
12. Maintains communications with the Coast Guard and other search and rescue agencies, providing assistance when necessary.
13. Responsible for supervising and performing daily boat pump outs.
14. Maintains and collects fees for private moorings by receiving applications, assigning moorings, issuing permits and maintaining a waiting list.
15. Attend meetings of the Harbor Management Committee and Board of Selectmen to report on Marina activities, review fee proposals, and discuss pertinent Marina issues requiring involvement of these officials.
16. Attend department head meetings, prepare monthly reports, and periodic reports as necessary.

Supervision

Employee works under the administrative direction of the Board of Selectmen, Town Administrator, and the Harbor Management Committee. Employee seeks advice of the Board of Selectmen and Town Administrator on matters that the employee does not have authority to resolve. Together with the Harbor Management Committee, the employee develops policies, goals, objectives, and budgets, for approval by the Board of Selectmen, consistent with the Town's administrative guidelines, and Town Bylaws.

Employee provides direct supervision of up to twenty (20) seasonal employees who work at the same location; hires, fires, disciplines, and evaluates employees subject to approval of the Board of Selectmen through the Town Administrator. Work operations are subject to fluctuations, such as seasonal changes and special events that are predictable and pre-

approved. Employee is required to work beyond normal working hours on a daily basis during the boating season and/or at night.

Job Environment

Position responsibilities require examining, analyzing and evaluating facts, and circumstances surrounding individual marine-related issues and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of laws, rules, and regulations, policies, practices, and precedents that may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Assignments typically involve evaluation and interpretation of such guidelines and determining the appropriate and measured response, within the established standards for enforcement of these laws and proper regard for the public's marine safety.

The employee has constant contact with the public responding to boat related issues, laws, and emergencies. Other contacts include the Marina Manager, Highway department, Police department, Shellfish, Highway, Accountant, Treasurer, Selectmen, Friends of Oak Bluffs, vendors, group-event organizers and the Harbor Management Committee to solve problems, provide assistance respond to complaints, and crisis management. Contacts generally occur in person, over the telephone, or in writing.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have some college education preferably in business administration, environmental science, or related field, five (5) years boating experience, including three (3) years marina experience, or an equivalent combination of education and experience. A candidate should have a **Driver's License**. One (1) year of accounting/finance, supervisory, and reservation/scheduling experience preferred. Subject to the requirements of the US Coast Guard, position **may** require USCG **Launch** Captain's license.

Knowledge, Skill and Ability

A candidate for this position should have:

- Extensive boating experience to be able to efficiently and safely oversee operation of a marina;
- Finance, accounting, or bookkeeping skills to manage finances, budgets, and strategic marina planning;
- Working knowledge of carpentry and mechanics to assist in the upkeep of the marina's physical plant;

Oak Bluffs, Massachusetts

- Considerable knowledge of State and Federal laws related to marine law enforcement, particularly MGL C. 90-B, C. 91, and C. 102, sections 21-27, as amended;
- Knowledge of state and local laws relating to boating;
- Knowledge of the waters of Oak Bluffs;
- Considerable ability to operate a variety of boats und a variety of weather conditions;
- Ability to direct emergency rescue operations upon the waters of Oak Bluffs;
- Ability to swim;
- Skill in operation of personal computers and the use of spreadsheet and database software, reservation, and accounting software systems;
- The ability to communicate and work well with others, to plan, schedule, budget and supervise seasonal staff; and
- The ability to communicate effectively with members of the public.

Licensing and Certification

CPR, USCG Launch Captain's license

Tools and Equipment Used

Hand and power tools, patrol boats, and boat trailers, navigational aids/instruments, water rescue and general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal vision is required to oversee the harbor, maintain a graphics-based scheduling system, and operate a personal computer. Employee is required to stand, walk, sit, drive a boat, and assist in mooring boats up to 1/3rd of the time; to climb or balance, stoop, kneel, crouch, or crawl, and reach with hands and arms up to 2/3rd of the time; and to talk or listen/hear and use hands more than 2/3rd of the time. The employee must have the ability to lift weights between 25 to 50 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Oak Bluffs, Massachusetts

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet and/or humid conditions; rough seas or water ways, moving mechanical parts, sharp instruments and other objects; high, precarious places and small confined spaces; vibrations; fumes or airborne particles; blood and air borne pathogens and toxic or caustic chemicals.

Errors could result in personal injury, loss, and delay of service, damage to buildings, property, equipment, and legal repercussions if marine law enforcement and marine assistance is improperly administered.

Rescue situations and other duties may require significant physical agility and may expose incumbent to great physical and mental stress. Physical health, strength, stamina, and agility to meet the physical demands of work are required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved By: _____

Date: _____

- ◆ Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- ◆ Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- ◆ Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- ◆ Assigns and oversees all moorings in the City's waterways.
- ◆ Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- ◆ Attends all Waterways Board & Committee meetings.
- ◆ Provides staff support, technical advice & assistance.
- ◆ Provides proper training to Assistant Harbormasters.
- ◆ Prepares reports and documents as necessary.
- ◆ Represents the Board as needed and informs Board of Waterways activities.
- ◆ Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- ◆ Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- ◆ Operates and oversees the maintenance of public launch ramps, landings, marinas, moorings and other waterways facilities owned by the City.
- ◆ Manages and safeguards the collection of rents and user fees.
- ◆ Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- ◆ Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- ◆ Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities, welcoming visiting boaters and providing them with technical assistance and advice.
- ◆ Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- ◆ High School graduate with a minimum of two years advanced technical training in a relevant field; college degree preferred.
- ◆ A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, port operations and Command of Situational Awareness.
- ◆ Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Differential Global Positioning System (DGPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland.
- ◆ Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.
- ◆ Working knowledge of personal computer preferred.
- ◆ Demonstrated ability to effectively communicate (oral and written) with the boating public, elected officials, boards and other waterways agencies.
- ◆ Qualified First Responder for emergency medical care.
- ◆ Knowledge of waterfront construction techniques, the waterways permitting process, dredg-

- ing, waterfront facilities management and water pollution control techniques.
- ♦ Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
 - ♦ Working knowledge of basic operational techniques and preventive maintenance of outboard engines.

revised 02/09

Harbor Master/ShellFish Constable

Town of Kingston, MA

Definition:

The purpose of this position is to perform supervisory, administrative, and patrol work in the management of the town's harbor, pier, landings, waterways, great ponds, ways to the water, floats, docks, marinas, and shorelines, nature resources, along with the enforcement of applicable federal, state and local laws, bylaws and rules and regulations. The Harbor Master performs a variety of administrative, law enforcement, environmental monitoring, rescue and other public safety duties.

Supervision:

Works under the general direction of the Chief of Police, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws and regulations as defined. Functions independently, referring specific problems to supervisor only where clarification and/or interpretation of town policy or procedure is required.

The Harbor Master also exercises a high degree of independent judgment and initiative in the planning, administrative and execution of the department's services, in the interpretation and application of laws, regulations and procedures, along with managing department personnel. In addition, said position will be responsible to perform a variety of functions in accordance with state statues and local ordinances.

The Harbor Master is responsible for the direct supervision of employees and volunteers.

Work Environment:

Work is performed under varying conditions but not limited to an office, boat or immediate surroundings. Patrol work is conducted outdoors with exposure to extreme weather conditions. Frequently required to work outside of normal business hours. In addition, may be required to work on weekends, holidays and year round shellfish and water quality monitoring. The position requires on-call availability for emergencies.

Possess knowledge of standard office equipment, including a computer with MS Office programs, scanner, email, calculator, and facsimile, and two-way radio. The Harbor Master requires the ability to operate various hand and power tools, and heavy equipment for maintenance, and the ability to repair mentioned equipment. Operate and maintain proper licensing for a handgun, automobile and various boats.

The Harbor Master has continuous contact with other town departments, members of the boating, fishing, and hunting communities, the Coast Guard, local, state and federal agencies, and the general public. Also has access to a wide a variety of confidential information, including criminal and insurance investigations, bid proposals, as well as department personnel records.

Assesses and diffuses problem situations. Requires tact and diplomacy to handle difficult customer situations, along with interpersonal and communication skills to establish and maintain internal and external customer relationships. Poor judgments and errors could result in significant damage to boats and equipment, monetary loss, adverse public relations, reduced levels of service and potential loss of life in rescue attempts.

Essential Functions:

The essential functions or duties listed below 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 logical assignment to the position.

- Oversees patrol functions for monitoring, enforcement, high visibility, and public safety. Enforce federal, state, local laws, and all rules and regulations.
- Manages and supervises all department personnel/volunteers including deployment.
- Aids mariners and vessels in distress and recover boats adrift.
- Responsible for the safeguarding of all town equipment, floats, pier, buoys, vessels etc.
- Responsible to take appropriate actions to safeguard the harbor and anchorages in all aspects.
- Is responsible to direct the proper operation of departmental boats and motor vehicles and uses specialized tools and equipment.
- Administers and manages budgets, reports, accounts payable, accounts receivable, department directives, policies and procedures; manages records, including the research of and application of grants, permits, licenses, etc.
- Oversees all department equipment; maintenance and repair: motor vehicles, marine units, office equipment, etc. Oversees town equipment and facilities: pier, floats, landing, and buildings.
- Prepares and maintains a variety of records and reports in an accurate and timely manner. Processes the payment and issuance of variety of permits.
- Develops, implements, and monitors policies, programs, directives and procedures. Trains department staff regarding the intent and application of the same.
- Receives inquiries and complaints from the public and takes appropriate action to respond.
- Patrols harbors, waterways, shorelines, tide lands, and great ponds to enforce a variety of federal, state, and local laws, codes, ordinances, and rules and regulations pertaining to marine and recreational vehicle use, marine fishery & wildlife, boat traffic/access controls and public safety.
- Responsible to coordinate and oversee and rescue operations along Kingston shoreline.
- Conducts investigations, makes arrests and prosecutes violators.
- Maintains ongoing relationships in the coordination of the department's activities with other municipal departments, Town boards and committees, neighboring harbor masters, federal, state and county agencies, and public and private organizations including the general public.

- Responsible for supervision of staff, works closely with Police Department, Recreation Department, Public Works Personnel, and Conservation Officer to enforce the applicable laws, rules and regulations.
- Responsible to medical (and other) emergencies in coordination with local police, fire, and emergency operations.
- Coordinates and plans special events on the water, shoreline or beach, to ensure public safety and compliance with applicable laws.
- Actively involved in search and rescue assignments by land and sea.
- Plans, directs and manages shellfish propagation and cultivation efforts.
- Observes areas being harvested in order to enforce regulations of the Shellfish Management Plan: when necessary, uses power to arrest without a warrant persons engaged in unlawful shellfishing, or in unlawful possession of shellfish.
- Works closely with the Division of Marine Fisheries year round in dock permitting and determines whether flats should be open or closed; recommends and enforces the closing of shellfish flats according to the specifications of Shellfish Management Plan, warns violators and prevents illegal shellfish taking.
- Performs similar or related work as required, directed, or as situation dictates.
- Assists state biologists year round in maintenance and surveys of clam flats, Aquaculture Grants and in seeding clam beds. Protects lobster fishermen's gear washed ashore during storms.
- Maintains records of number of commercial and residential diggers, clams taken and permit fees collected.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's Degree in law enforcement, environmental management or similar field and five years of progressively responsible experience in boating and waterway operations; specialized training in seamanship and navigation highly desirable; experience in law enforcement and accident investigation preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge. Thorough knowledge of waterway operations, boat handling, and rescue techniques. Thorough knowledge of applicable Massachusetts General Laws, town bylaws, and regulations relating to the marine environment. Thorough knowledge of town waters, tidal conditions and currents. General knowledge of boat maintenance and repair. Knowledge of harbor planning principles.

Ability. Ability to deal effectively and diplomatically with government agencies, other town employees and the general public, often in highly stressful situations. Ability to enforce rules and regulations firmly and impartially. Ability to operate vessels in severe weather conditions.

Skill. Basic carpentry and repair skills required to perform maintenance and repair of equipment.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, run, use hands to handle or feel objects, tools or controls; and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. Regularly climbs, stoops, crouches, kneels, and climbs a ladder. Specific vision ability required include superior close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; employee is required to detect odors. Frequently lifts up to 100 pounds. Strenuous physical effort may be required for swimming when performing rescue operations. Physical ability to perform search and rescue duties by land and sea: ability to climb in and out of boats and to drive all terrain vehicles. Physical ability to perform CPR. Physical ability to defend, apprehend, suppress, and control suspects.

The Town of Kingston is an Affirmative Action/Equal Opportunity Employer

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Acknowledgement:

I have read and understand the description for the position of ***Harbor Master***, and hereby state that I am fully capable of performing all associated duties and responsibilities, both physical and mental, of this at-will, FLSA exempt position.

Signed by:

Date: _____

Original approval: 1995

Revised: [DATE]

Town of Chatham
Position description

Title: Harbormaster

Reports to: Town Manager

Position Summary: Manages all aspects of Chatham's harbor areas and enforces state and local laws and regulations for the protection and safety of the professional and general boating public on Chatham's waterways under general supervision.

Essential Functions:

1. Manages all waterfront, town-owned properties and facilities and ensures compliance with leases and contracts; the safe and appropriate use and maintenance of facilities; and the necessary preparedness for the protection of these properties and facilities during weather emergencies.
2. Conducts regular patrols of the Nantucket Sound and Pleasant Bay coasts serving as the primary maritime public safety and enforcement officer.
3. Leads the Town's emergency maritime search and rescue operations and provides assistance to vessels in distress coordination with the local police and fire departments and USCG.
4. Establishes and licenses Chatham's navigational aids with the USCG on an annual basis. Oversees the regular inspection of the navigational aids positioning and maintenance to protect the boating public.
5. Develops the appropriate local regulations and enforces both state and local laws and regulations for Chatham's complex waterways.
6. Establishes and enforces a mooring and anchoring grid in Stage Harbor and other areas as appropriate. Oversees the mooring permit function and ensures the collection of related fees. Handles mooring disputes with boat owners.
7. Develops and manages the department budget, monitoring expenditures and handling related paperwork on a timely and accurate basis.
8. Supervises regular and seasonal employees in their day-to-day functions. Recommends appropriate personnel actions as necessary.

Harbormaster

Page 2

Essential Functions (continued):

9. Serves as the primary department spokesperson regarding rules, regulations, policies and enforcement issues to the general boating public and the commercial fisherman.
10. Performs other duties as assigned and in conjunction with other Town departments and employees.

Minimum Qualifications:

1. High school diploma or equivalent. Harbormasters Academy certificate from the Massachusetts Criminal Justice Council.
2. Minimum of eight years of progressively responsible experience in various aspects of seamanship and small boat operation with Knowledge of navigation and piloting and use of marine electronics and communication. Familiarity with Chatham's waterways and their unique behaviors. Ability to perform basic carpentry.
3. Class A license to carry firearms with experience in maritime law enforcement.
4. Demonstrated interpersonal skills with the ability to communicate effectively both orally and in writing. Supervisory experience and budget development experience desirable.
5. Medical training at the "First Responder" level and a current CPR certificate. Ability to swim.
6. A valid Massachusetts driver's license.

Work Environment: A portion of this position is performed in an office setting and requires eye-hand coordination and finger dexterity to operate a computer, telephone, and other office equipment. Frequent and extended periods of outside work, subject to all weather conditions, various marine conditions, and hazardous conditions during emergency conditions. Frequent walking standing, climbing, and periods requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper mechanics and techniques. Operates equipment that causes loud noise levels and high vibrations. Exercises caution when operating equipment and/or performing search and rescue missions. On call 24/7/365

Date: December 2, 2008

Position Title: Harbormaster and Shellfish Constable

Statement of Duties

Position provides responsible administrative and enforcement work in the protection of the town's waterways and natural resources. Work includes explaining and enforcing laws, regulations and policies governing navigable waters, islands, and shorefronts of the town; directing and coordinating staff; assisting in the protection of the harbor environment, life and property; managing the shorefront, islands, and departmental properties; implementing the Town's Shellfish Management Plan and is responsible for protecting and developing shellfish areas; monitors the activities of licensed persons in harvesting shellfish.

Supervision

Employee works under the general direction of the Police Captain. Employee follows professional waterways, harbormaster, and shellfish management principles and practices, departmental policies and procedures, federal, state, and local laws, rules, and regulations. Employee seeks advice and counsel of the Chief on matters that the employee does not have the authority to resolve. Employee has access to lawsuits and criminal investigations and records relating to the position's responsibilities and authorities

Position is responsible for the supervision of up to twelve (12) part time employees including the recommendation to hire and fire employees, and disciplines and evaluates employees. Workload is subject to seasonal fluctuations; some increases in workload can be planned for in advance. Employee is required to work outside of normal business hours as necessary to accomplish the position's functions.

Job Environment

Work is performed within the guidelines of federal, state and local laws as well as administrative policies, general principals, and directives that pertain to waterways, harbormaster, and shellfish management. Employee uses judgment to deal with new or unusual requirements within the limits of the guidelines or policies. Work consists of employing concepts, theories, principles, techniques, and practices relating to waterways, shellfish management, and harbor management principles and practices.

Police Department
Harbormaster and Shellfish Constable
Grade 12 – 425
FLSA Exempt
23 October 2001

Errors could result in personal injury/loss, delay or loss of service, monetary loss, damage to buildings or equipment, and/or legal repercussions.

The position has frequent contact with the public, the Harbor Development Committee and other Town Boards, Departments, and Committees, in person, in writing and on the telephone. The purpose for contact is to issue permits, resolve or file complaints, gather information, interpret laws, explain policies, conduct investigations, issue orders, provide information and education to the public through interviews or newspaper articles and/or make decisions. The position has daily contact with other town departments, federal and state agencies, local groups, and organizations. The purpose for contact is to, respond to inquiries, requests, or complaints, and/or give or receive information. Contacts are made in person, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

1. Enforces laws, rules, and regulations regarding water traffic control, public safety and theft prevention; prosecutes motorboat violations in District Courts utilizing non-criminal disposition procedures.
2. Establishes and maintains a specific patrol schedule during the active boating season that averages eight hours per day, seven days a week, with backup duties during the rest of the year; supervises the opening of the harbor in the Spring (April 21) and securing of the harbor in the Fall (October 20); maintains logs and records of harbor activity.
3. Patrols and polices shoreline, harbor facilities, and the waters under the control of the town, including Hingham Bay, the Back River, the Weir River and Hingham Harbor within the town boundaries; has custody of and maintains all islands within these boundaries.

Police Department
Harbormaster and Shellfish Constable
Grade 12 – 425
FLSA Exempt
23 October 2001

Hingham, Massachusetts

4. Provides search and rescue operations and aids crafts in distress adrift, or stolen; provides emergency medical assistance.
5. Assists the Town Clerk in the issuance of mooring permits and assists the Board of Assessors and Treasurer/Collector in recording boats and collecting excise taxes; supervises the maintenance and positioning of moorings, navigational aids and markers, designates anchorage locations; assigns mooring space including slips and barges to owners of commercial and pleasure boats; inspects all equipment used for moorings; maintains a mooring register and waiting list for moorings.
6. Maintains harbor facilities, including docks and equipment in operational condition and keeps an inventory of facilities and equipment under control of the Harbormaster department.
7. Promotes increased usage and coordinates activities of pump-out boat operation.
8. Prepares budget and authorizes expenditures; prepares grant applications; maintains billing and record keeping systems; prepares daily shellfish reports for state.
9. Recommends appointment of Assistant Harbormasters, assigns training as needed, and follows Town policies in personnel matters; supervises assistants by issuing instructions, specific tasks, and reviewing performance.
10. Attends appropriate hearings, Town and Committee meetings related to Harbormaster issues.
11. Recommends to Selectmen harbor-related policies and operational procedures.
12. Communicates with the public, neighboring town harbormasters, Hingham Police and Fire Departments, State drug enforcement agencies, the Division of Motor Boats, the Department of Natural Resources, the United States Coast Guard, the Army Corps of Engineers and the Department of Environmental Quality Engineering.
13. Administers a system licensing master diggers and subordinate diggers operating within the Town of Hingham.

Police Department
Harbormaster and Shellfish Constable
Grade 12 – 425
FLSA Exempt
23 October 2001

14. Observes areas being harvested in order to enforce regulations of the Shellfish Management Plan; when necessary, uses power to arrest without a warrant persons engaged in unlawful shellfishing, or in unlawful possession of shellfish.
15. Works closely with the Division of Marine Fisheries to determine whether flats should be open or closed; recommends and enforces the closing of shellfish flats according to the specifications of the Shellfish Management Plan, warns violators and prevents shellfish-taking.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office and out in the field conducting inspections and investigations. Employee is exposed to outdoor weather conditions, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, moving mechanical parts, upset customers, communicable diseases and biohazards up to 1/3rd of the time. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, taste and smell up to 1/3rd of the time. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Normal vision is required for the position. Equipment operated includes automobile, medical equipment, testing and sampling equipment, office machines, and computers.

Education and Experience

A candidate for this position should have a High School diploma or equivalent, with advanced training in Coast Guard rules and regulations pertaining to boat handling, as well as knowledge of waterfront practices and laws; three (3) years of related work experience, with at least one (1) year of supervisory responsibility performing similar or related duties.

Special Requirements

A candidate for this position should have a U.S. Coast Guard License for operation of un-inspected passenger vessels (Title 46, Part 10.466, U.S. Code of Federal Regulations), license to carry firearms, Class A, and be certified in the administration of first aid and CPR.

Knowledge, Skills and Abilities

Police Department
Harbormaster and Shellfish Constable
Grade 12 – 425
FLSA Exempt
23 October 2001

Hingham, Massachusetts

A candidate for this position should have knowledge of the following:

- Knowledge of water navigation, town waters, tidal conditions and currents
- Basic knowledge of fiscal management and administrative practices.

Skill in:

- Computer programs and applications
- Directing personnel and evaluating performance.

And ability to:

- Deal effectively and tactfully with the public and inter-agency associates
- Be trained as a Special Police Officer of the Town of Hingham
- Operate a boat under varying emergencies and extremes of weather conditions and to utilize auxiliary equipment

Police Department
Harbormaster and Shellfish Constable
Grade 12 – 425
FLSA Exempt
23 October 2001

MARINE AND ENVIRONMENTAL AFFAIRS DIRECTOR

Community Services Department
Marine and Environmental Affairs
(grade 16)

Definition:

Managerial, administrative, technical, supervisory, regulatory and manual work responsible for the effective and efficient operation of the multiple functions and programs of the Division of Marine and Environmental Affairs programs, including the operation of town harbors and waterways, shellfish, Sandy Neck, natural resource protection and animal control. Ensures for the enforcement of environmental laws and regulations and the investigation of alleged violations; all other related work as required.

Supervision:

Division Head level position works under the direction of the Town Manager. Has overall responsibility for the Division and various functions, including: supervision of waterways safety and marinas program, mooring program, natural resource and environmental protection and enforcement (including Sandy Neck), animal control, plover monitoring, and shellfish propagation.

Supervises fourteen (14) permanent employees and approximately twenty-three (23) seasonal employees. This includes the mooring officer, shellfish biologist, natural resource officers, animal control officers, seasonal staff, interns and clerical staff.

Position exercises considerable discretion, independent initiative and judgment in the planning, goal setting and application of managerial techniques to provide for the greatest effectiveness and efficiency of the Division. Oversees the daily operation of the Division, referring unusual cases and problems to the Town Manager.

Job Environment:

Work is conducted in various environments including an office, marinas, upon the waters of the Town, conservation areas, and Sandy Neck.

Operates a computer, telephone, office equipment, radio equipment, boats, trailers, automobile, four wheel drive vehicles, rescue equipment, hand and power tools, pumps, winches, booms, navigational equipment, rakes, shovels, and oil spill equipment.

Exposure to hazards include severe weather conditions, risks associated with boating and rescue operations, possible contact with dangerous animals, heavy lifting, recreational vehicle operation, climbing, rough terrain, contact with hazardous materials and the use of various tools. Risk associated with pumpout operations includes potential contact with human waste and chemical exposure.

Errors could result in personal injury, substantial damage to boats and equipment, danger to public health and safety, monetary loss, legal repercussions and endanger environmentally sensitive areas.

Has access to confidential information such as personnel records, bid proposals and criminal investigations.

Has frequent contact with law enforcement agencies, federal and state agencies, town departments and the general public. All require strong interpersonal skills, courtesy, patience and tact.

Required to interpret and enforce regulations firmly, impartially and tactfully.

Must be able to supervise staff and redirect work force in order to accomplish both short term and long term program objectives.

Essential Functions:

(The essential functions or duties listed below are intended 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.)

Responsible for the overall management of the Division of Marine and Environmental Affairs and Division programs including the operation of town harbors and waterways, shellfish, Sandy Neck, natural resource protection and animal control. Responsible for the preparation and administration of budgets; hiring, training, supervision, assignment and evaluation of employees, responding to personnel issues; administering contracts; preparing reports; and ensuring for compliance with complex laws and regulations. Corresponds and meets with other town departments to coordinate activities.

Oversees marine operation of the town piers, marinas and all other waterway facilities; enforces local waterway bylaws, Coast Guard boating rules and safety regulations and state laws; issues citations and warnings for violations of law.

Manages town marinas; oversees issuance of permits and collection of fees; oversees and assists in the placement, removal and maintenance of navigational aids including channel markers, floats and signs in all town harbors; checks and replaces anchors, chains and breakwater lights.

Patrols waterways to ensure compliance with rules and regulations; periodically inspects boat ramps, docks, buoys and signs. Oversees and assigns staff to patrol waterways, docks, moorings, collect fees, patrol conservation areas, woodlands, beaches, on foot, by vehicle or boat. Monitors radio; responds to oil spills and requests for assistance, assists various law enforcement agencies in apprehension and prosecution of violators of state and local law, provides emergency response, acts as local oil spill coordinator in the event of oil spills on town waterways.

Directly supervises the Animal Control Program and staff to ensure for the effective and efficient operation of the program.

Assists in and makes recommendations for dredging, construction and maintenance of harbors, marinas, piers and town structures adjacent to harbors; assists in planning, designing, constructing, and maintaining structures and improvements for the management of shellfisheries, fish and wildlife habitat, and passive use of conservation lands. Responsible for the oversight and monitoring of shorebird functions.

Participates in the bid process and oversees contract compliance for services.

Responds to inquiries and complaints from boaters, recreational vehicle users, hunters, shellfishers, residents and visitors; maintains good public relations.

Provides support and assistance to the Waterways Committee, the Shellfish Committee and Sandy Neck Advisory Board as needed.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Bachelors degree in environmental science, management or related field; more than five years of progressively responsible experience in boating and waterway operations, boat handling and rescue training, with at least three years in a supervisory capacity; or any equivalent combination of education and experience. Experience in law enforcement or fish and wildlife management desirable.

Other Requirements:

Certification in First Aid and CPR required.
Certification in Boating Safety or equivalent.
Valid drivers license.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of waterway operations, boat handling, marina operations, mooring management and rescue techniques. Knowledge of applicable local and state laws regarding waterways and natural resource management. Familiarity with town waters, tidal conditions and currents. Thorough knowledge of mooring tackle, setups, rigging, and maintenance.

Ability: Ability to swim. Ability to maintain harmonious relations with law enforcement agencies and the public. Ability to perform strenuous physical activities under adverse weather conditions. Ability to prepare and manage budgets. Ability to perform basic boat maintenance, repair and general carpentry. Ability to operate power and hand tools. Ability to tow trailers and boats. Ability to recruit, train and supervise personnel. Ability to develop and implement policies and procedures for the improvement of the division.

Skill: Proficiency in boat handling and operation. Skill in navigating vessels. Good motor and coordination skills. Good oral and written communication skills. Proficiency in the use of computers including word processing, spreadsheets and database. Strong management and supervisory skills.

Physical Requirements:

Frequent moderate to strenuous physical effort required to perform duties. Ability to lift moorings and other objects of various weights up to 100 pounds and to push, pull or move objects weighing greater than 100 pounds. Ability to climb towers, access piers from steep ramps, climb ladders, access boats from steps or other boats in all weather conditions. Duties involve frequent bending, stretching, twisting, kneeling, standing and walking.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

**Town of Duxbury Massachusetts
Draft Job Description**

Position Title:	Director of Coastal Natural Resources Harbormaster, Shellfish Constable	Grade Level:	
Department	Harbormaster/CNR	Date:	
Reports to:	Town Manager	FLSA Status	

Statement of Duties: The purpose of this position is to perform supervisory, administrative, and patrol work in the management of the town's harbor, pier, landings, waterways, ways to the water, floats, docks, marinas, and shoreline, natural resources, and in the enforcement of applicable federal, state and local laws, bylaws and rules and regulations, terms and conditions. The incumbent performs a variety of administrative, law enforcement, rescue and other public safety duties. Employee is required to perform all similar or related duties.

Supervision Required: Under administrative direction of the Town Manager, the employee works from municipal policies and objectives; individual establishes short-range plans and objectives, Town performance standards and assumes direct accountability for department results. Consults with Town Manager only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. Substantial numbers of employees are dispersed to many widely separated locations on a continuing basis. The employee is responsible for the supervision of three (3) full-time, up to twenty (20) part time and twenty-five (25) seasonal employees.

Confidentiality: The employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, criminal records/investigations, law suits, bid proposals, and insurance investigations in accordance with the State Public Records Law.

Harbormaster/CNR
Director of Coastal Natural Resources, Harbormaster, Shellfish Constable

11/9/07

Town of Duxbury Massachusetts
Draft Job Description

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, damage to boats and equipment, legal repercussions, monetary loss, labor/material costs, and personal injury, and jeopardize programs.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Work is performed under varying conditions, either in an office, in a boat, in a vehicle or in the immediate surrounding shoreline and coastal areas. Frequent patrol work is conducted outdoors with exposure to extreme weather conditions in secluded areas. The incumbent is frequently required to work outside of normal business hours. In addition, incumbent is required to work on weekends and holidays. The incumbent is required to be on call.

The employee operates standard office equipment and computer. Operates motor vehicles, all-terrain vehicles, marine units, pumps, navigational equipment, emergency medical/rescue equipment, and two way radios.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Occupational Risk: Duties may involve frequent, recurring exposure to hazardous conditions, such as working patrols on land and in water with exposure to extreme weather conditions in secluded areas. Job frequently entails the possibility for serious injury or exposure to conditions that could result in total permanent disability or loss of life; work is performed in emergency situations. Extreme care and safety precautions are required at all times.

Harbormaster/CNR
Director of Coastal Natural Resources, Harbormaster, Shellfish Constable

11/9/07

**Town of Duxbury Massachusetts
Draft Job Description**

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for the operation of the Harbor/Marine Division, Fishery/Wildlife Division, Beach Management Division and the Endangered Species Division. Plans and monitors the work of subordinates; prepares and administers the department's budgets, reports and functions.

Oversees patrol functions for monitoring, enforcement, high visibility, and public safety. Enforce federal, state, local laws, and all rules and regulations.

Manages and supervises all department personnel including deployment.

Patrols town harbors, waterways, and tide lines.

Aids mariners and vessels in distress and recover boats adrift.

Responsible for the safeguarding of all town equipment, floats, pier, buoys, vessels, etc.

Responsible to take appropriate actions to safeguard the harbor and anchorages in all aspects.

Is responsible to direct the proper operation of departmental boats and motor vehicles and uses specialized tools and equipment.

Administers and manages budgets, reports, accounts payable, accounts receivable, department directives, policies and procedures; manages records, including the research of and application for grants, permits, licenses, etc.

Oversees all department equipment; maintenance and repair: motor vehicles, marine units, office equipment, etc. Oversees town equipment and facilities: pier, floats, landings, buildings.

Prepares and maintains a variety of records and reports in an accurate and timely manner. Process the payment and issuance of a variety of permits.

Develops, implements, and monitors policies, programs, directives and procedures. Trains department staff regarding the intent and application of the same.

Receives inquiries and complaints from the public and takes appropriate action to respond.

Patrols harbors, waterways, shoreline, tide lands and Duxbury Beach to enforce a variety of federal, state, and local laws, codes, ordinances and rules and regulations pertaining to marine and recreational (off road) vehicle use, marine fishery & wildlife, traffic/access controls and public safety.

Harbormaster/CNR
Director of Coastal Natural Resources, Harbormaster, Shellfish Constable

11/9/07

**Town of Duxbury Massachusetts
Draft Job Description**

Responsible to coordinate and oversee search and rescue operations along Duxbury shoreline.

Conducts investigations, makes arrests and prosecutes violators.

Maintains ongoing relationships in the coordination of the department's activities with other municipal departments, Town boards and committees, neighboring harbormasters, federal, state and county agencies, and public and private organizations including the general public.

Responsible for supervision of staff assigned to Duxbury Beach; in this capacity, works closely with the Police Department, Recreation Department, Public Works Department, and the Conservation Administrator to enforce the applicable laws, rules and regulations pertaining to Duxbury Beach, and appropriate access management and control.

Responds to medical (and other) emergencies in coordination with local police, fire, and emergency operations.

Oversees the management of Duxbury Beach and Provides advice and assistance to the Duxbury Beach Committees, the Trustees of the Duxbury Beach Reservation, Massachusetts Audubon Society, Conservation Commission, and other public and/or private organizations involved with Duxbury Beach.

Coordinates and plans special events on the water, shoreline or beach, to ensure public safety and compliance with applicable laws.

Actively involved in search and rescue assignments by land and sea.

Serves as EMT (emergency medical technician).

Plans, directs and manages shellfish propagation and cultivation efforts.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in marine life, environmental sciences, land management, criminal justice or related field; extensive specialized education and/or training in marine-related matters highly desirable; and five years of experience in harbor management and/or marine fish and wildlife management including shellfish propagation/cultivation including three years supervisory experience; or any equivalent combination of education and experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Massachusetts Driver's License; Massachusetts Intermittent Police Academy Certification; Emergency Medical Technician certification;

Harbormaster/CNR
Director of Coastal Natural Resources, Harbormaster, Shellfish Constable

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**Town of Duxbury Massachusetts
Draft Job Description**

Harbormaster Training Academy Certification; Qualified and licensed to carry firearms; Qualified to operate all department equipment and vehicles; Ability to pass physical and psychological exams required.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of current principles, practices, law, statutes, codes, ordinances, and terms and conditions pertaining to harbor management, marine fish and wildlife management including shellfish propagation/cultivation, and beach management, endangered species management/protection. Thorough knowledge of waterway operations, boat handling, and rescue techniques. Thorough knowledge of applicable Massachusetts General Laws, town bylaws, and regulations relating to the marine environment. Thorough knowledge of town shoreline, waters, tidal conditions and currents. General knowledge of vehicle and boat maintenance and repair. Knowledge of harbor planning principles. Some basic knowledge in carpentry, painting, electrical, plumbing and small engines.

Ability: Ability to deal effectively and diplomatically with government agencies, other town employees and the general public, often in highly stressful situations. Ability to enforce rules and regulations firmly and impartially. Ability to operate vessels and vehicles in hazardous and severe weather conditions. Ability to efficiently plan and supervise all department staff including the work of subordinates. Ability to deal effectively and cordially with all persons using the waterfront, waterways, beach and shorelines.

Skill: Skill in operating the above mentioned equipment. Administrative and supervisory skill. Basic computer skills for utilizing word processing, databases, and spreadsheets.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, run, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. Regularly climbs, stoops, crouches, kneels, and climbs a ladder. Specific vision abilities required include close, medium, and distance vision, and the ability to adjust focus and distinguish colors; employee is required to detect odors. Strenuous physical effort may be required for swimming when performing rescue operations. Physical ability to perform search and rescue duties by land and sea; ability to climb in and out of boats and to drive all terrain vehicles; physical ability to operate. Physical ability to perform CPR and the duties EMT. Physical ability to defend, apprehend, suppress, and control suspects.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making

Harbormaster/CNR
Director of Coastal Natural Resources, Harbormaster, Shellfish Constable

11/9/07

Town of Duxbury Massachusetts
Draft Job Description

repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, firing a gun, operating marine vessels, or operating Class B vehicles or safety vehicles at high speeds.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as instrumentation for analytical purposes and with a need for color vision.

TOWN OF PLYMOUTH

HARBOR MASTER

Definition

Supervisory, administrative, and patrol work in the management of the town's harbor, piers, landings, waterways, ways to water, floats, docks and natural resources, and in the enforcement of applicable federal, state and local laws, bylaws, and regulations; all other related work, as required.

Supervision

Works under the general direction of the Assistant Town Manager, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws and regulations. Functions independently, referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required.

Exercises a high degree of independent judgment and initiative in the planning, administration and execution of the division's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions, in accordance with state statutes and local ordinances.

Directly supervises two full-time employees and up to twenty part-time seasonal employees.

Job Environment

Work is performed under varying conditions, either in an office, in a boat, or in the immediate surroundings. Frequent patrol work is conducted outdoors with exposure to extreme weather conditions. Frequently required to work outside of normal business hours. In addition, may be required to work on weekends. Must be on-call for emergencies.

Operates standard office equipment and computer. Operates various hand and power tools, and heavy equipment for maintenance and repair of equipment. Operates a handgun; operates an automobile, as well as various boats.

Has frequent contact with other town departments, members of the boating, fishing, and hunting communities, the Coast Guard, local, state and federal agencies, and the general public. Contacts are by phone, correspondence, and in person, and require significant persuasiveness and resourcefulness to influence the behavior of others.

Has access to a wide variety of confidential information, including criminal and insurance investigations, bid proposals, as well as division personnel records.

Errors could result in significant damage to boats and equipment, monetary loss, adverse public relations, reduced level of services, and potential loss of life in rescue attempts.

Essential Functions

The essential functions or duties listed below 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.

Oversees the use of town waterways; patrols the harbor and waterways and enforces Coast Guard boating rules and safety regulations, and applicable Massachusetts General Laws; issues citations and warnings for violations of law.

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

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

Ensures the compliance of local businesses located on the town's pier with applicable laws and regulations.

Administers slip and mooring applications and manages revenue collection. Monitors the docking, anchorage, mooring and unloading of all vessels; collects docking fees from transient vessels; issues receipts.

Supervises all shell fishing and commercial fishing in coastal areas; ensures the compliance with laws by commercial and recreational fishermen, shell fishermen, lobstermen, hunters, and ice fishermen.

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, during emergencies, with investigations, and in mutual aid situations.

Assists disabled vessels in any way possible to ensure that they reach a safe harbor.

Prepares and administers the department's operating budget; purchases needed equipment and supplies for the division; reports on division's activities, as required. Ensures the completion and maintenance of necessary records, reports and documentation.

Oversees and directs division personnel through supervision, work and training schedules, implementation of personnel policies, preparation and verification of payroll.

Plans and implements the repair, renovation, upgrade and provision of maintenance of waterways facilities and equipment, including the research of and application for grants, permits, licenses, etc.

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

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in environmental management, law enforcement or similar field and five years of progressively responsible experience in boating and waterway operations; specialized training in seamanship and navigation highly desirable; experience in law enforcement and accident investigation preferred; progressive supervisory experience in a municipal setting preferred; or an equivalent combination of education and experience.

Special Requirements

CPR Certification.

Emergency Medical Technician

Certified Reserve intermittent Police Officer

Certified Harbormaster

USCG Captain's License

Licensed to carry a firearm

Possession of a Massachusetts Class D motor vehicle operator's license.

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of waterway operations, boat handling, and rescue techniques. Thorough knowledge of applicable Massachusetts General Laws, town bylaws, and regulations relating to the marine environment. Thorough knowledge of town waters, tidal conditions and currents. General knowledge of boat maintenance and repair. Knowledge of harbor planning principles.

Ability. Ability to deal effectively and diplomatically with government agencies, other town employees and the general public, often in highly stressful situations. Ability to enforce rules and regulations firmly and impartially. Ability to operate vessels in severe weather conditions.

Skill. Basic carpentry and repair skills required to perform maintenance and repair of equipment. Excellent communication skills.

Physical Requirements

Moderate physical effort often required. Manual labor required to perform maintenance and repairs

of equipment and aids to navigation. Position requires ability to operate a keyboard. The employee is required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include superior close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Position Title: Harbormaster

Statement of Duties

Position provides administrative, enforcement, and supervisory work in managing the operation and the maintenance of the town's waterways; all other work as required.

Supervision

Employee works under the administrative direction of the Board of Selectmen, and in accordance with local, state, and federal laws. Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Employee consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts that arise and coordinate with others as necessary. Employee has access to confidential personnel files, lawsuits, and criminal investigations and records of the department.

Employee is responsible for the supervision of two (2) full-time employees, five (5) part-time employees, and twenty (20) seasonal employees. Employee recommends the hiring, firing, and discipline of employees to the Personnel Board. Employees may be located in separate areas than the supervisor while performing duties. Workload is subject to seasonal fluctuation that can usually be planned for in advance. However, water related emergencies cannot be planned for in advance. Employee is required to be on call at all times to respond to important situations.

Job Environment

Work is performed within the guidelines of federal, state and local laws as well as administrative policies, general principals, and directives that pertain to harbor and waterway management. Employee uses extensive judgment and ingenuity to deal with new or unusual requirements within the limits of the guidelines or policies. Employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Work consists of employing many different concepts, theories, principles, techniques, and practices relating to harbor and waterway management. Assignments typically concern such matters as studying trends in the field for

Harbormaster Department
Harbormaster
FLSA Exempt
Grade
02/07/08

application to the work, assessing services and recommending improvements, planning long range projects, devising new techniques for application to the work, and recommending policies, standards or criteria.

Errors could result in personal injury/loss to the public, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, and/or legal repercussions.

The position has constant contact with the public to manage the town's harbor area, enforce bylaws and other regulations, responding to emergencies, and oversee the operation and administration of all town marina facilities and programs. Other contacts are with other town departments, boards and commissions, and State and Federal agencies and officials. The purpose for contact is to respond to give or receive information and coordinate work. Contacts are made in person, e-mail, radio, on the telephone, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

Patrols marine areas to ensure boater safety and adherence to laws and regulations. Responsible for the enforcement of Massachusetts General Laws Chapter 90B and related laws.

Oversees and administers the operation of the Town's marina, landings, mooring fields, memorial wharf, fingerpiers, private mooring permits, and seasonal moorings; permits and maintains town stake field and all transient moorings.

Hires, trains, and supervises seasonal staff of wharfingers and Assistant Harbormasters.

Performs and coordinates search and rescue missions in all town waters.

Harbormaster Department
Harbormaster
FLSA Exempt
Grade
02/07/08

Edgartown, Massachusetts

Supervises oil spill responses, and recommends action reports to state and federal agencies.

Maintains and deploys navigational aids.

Provides technical assistance to state and local agencies upon request in the development of recommendations for environmental issues.

Maintains department buildings, piers, vessels and equipment on a year round basis.

Responsible for creating and supervising a reservation system for the marina and mooring fields.

Responsible for the collection of all fees associated with the harbor, dockage, moorings, stakes, annual mooring permits.

Manages all daily and seasonal water activities within the towns waters including allocation of mooring and stake locations, and the designation of anchoring areas and conservation areas; performs an annual re-evaluation of all fees approved by the selectmen.

Oversees and directs waterway personal through supervision, work and training schedules, implementation of personal policies, preparation and verification of payroll.

Prepares first draft of, and administers, the department's operating budget; purchases needed equipment and supplies for department; reports on department's activities as required; maintains accurate records of all department activities; prepares department annual report for Annual Town Report.

Meets with Marine Advisory Committee on a scheduled basis, and other committees as needed, serving as an informational resource and administrative liaison or official town representative to provide input, gain information, and solicit feedback.

Assists local, state and federal law enforcement agencies and upholds their respective laws and statutes as they pertain to waterways; assists agencies such as civil Defense,

Harbormaster Department
Harbormaster
FLSA Exempt
Grade
02/07/08

Environmental Police and the U.S. coast Guard in disaster and rescue operations, smuggling and drug enforcement and all other related enforcement.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office at the town marina. Employee is exposed to outdoor weather conditions and moving mechanical parts up to 2/3rd of the time; fumes or airborne particles up to 1/3rd of the time. As a state and town officer, employee is exposed to the same occupational risks as police, firemen, EMT, and search and rescue personnel. Employee is required to talk, and listen up to 2/3rd of the time; stand, walk, talk, listen, use hands, climb, balance, stoop, kneel, crouch and/or crawl, and reach with hands and arms up to 1/3rd of the time. Employee frequently lifts up to 30 lbs., and occasionally lifts up to or more than 100 lbs. Normal color vision is required for the position. Equipment operated includes light trucks, automobile, heavy equipment, light equipment, medical equipment, pneumatic equipment, power tools, hand tools, office machines, computer, firearms, and vessels.

Education and Experience

A candidate for this position should have a High School diploma or equivalent with specialized training in seamanship and navigation, with four (4) years of progressively responsible experience in boating and waterway operations; prior experience in law enforcement and accident investigation and report writing beneficial; or an equivalent combination of education and experience.

Special Requirements

A candidate for this position should have a valid Massachusetts Commercial Driver's License, First Responder and CPR certification.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Waterway operations, boat handling, and rescue techniques
- Town waters, tidal conditions and currents
- Engines and repair

Harbormaster Department
Harbormaster
FLSA Exempt
Grade
02/07/08

SHELLFISH WARDEN/ASSISTANT HARBORMASTER

General Statement

Under the direction of the Board of Selectmen, exercises responsibility for enforcing all shellfish rules and regulations. Also responsible for enforcing waterway and boating rules and regulations. Assists Harbormaster as necessary. Provides coverage for Harbormaster in his/her absence. Provides aid to Coast Guard search and rescue operations.

Responsibilities of Shellfish Warden

1. Patrols Fairhaven waterfront to ensure no one takes more than their limit, are not shellfishing in contaminated areas, and each is properly licensed.
2. Purchase shellfish and seed areas for propagation purposes.
3. Oversees quahog dredging boat activities.
4. Works with Marine Fisheries and Department of Environmental Quality Engineering in the testing for areas of contamination; determines the opening and closing of areas for shellfishing.
5. Posts all areas controlled by the Town to inform the public of where they may shellfish.
6. Works with the Coast Guard, local public safety departments and Marine Registry. Assists in search and rescue efforts and tows disabled crafts. Provides assistance at all waterfront emergencies. Must use reasonable judgment in the performance of all rescue and towing efforts.
7. Performs related shore and shellfish duties as assigned by the Board of Selectmen.
8. Supervises Deputy Shellfish Constables.
9. Maintains upweller, vehicles and boats within the Shellfish Department.

Responsibilities of Assistant Harbormaster

1. Records number of vessels docked at Town Wharf and submits information to office for billing purposes.
2. Patrols harbors and oversees placement of moorings. Places moorings, places channel markers to indicate hazardous areas.
3. Maintains all boat ramps.
4. Handles boat pumpout as required.

General Responsibilities

1. Interfaces with the Town's fishing community to provide its existence in light of the fishing restrictions, to assist in seeking solutions to workable problems and to keep Board of Selectmen regularly apprised of this important activity.
2. Maintain ongoing, respectable, open communications with all Town Departments and with all outside agencies when collaborative efforts are needed.

3. Provide weekly time sheets listing projected schedule. Coordinates work schedule with Harbormaster to provide coverage during week. Weekly work schedule should be left at Selectmen's Office, Monday morning of each week. (Tuesday, if Monday is a holiday.)
4. Must be available to work weekends as required.
5. Six (6) month probation period.

Experience Requirements

Require a minimum of a High School Diploma (College Degree in the fields of Law Enforcement, Seamanship, Business Development or Human Relations) and/or equivalent plus four to seven years of related waterfront shellfish and/or marine experience. Must possess a valid driver's license.

Knowledge, Skills and Abilities

Must have good interpersonal, human relations skills. Must possess in depth knowledge of quahog seeding and transplanting.

Salary range: Level 10-1 to 10-5

35 hours

40 hours

\$16.81/hr. to \$19.86/hr.

\$16.81/hr. to \$19.86/hr.

\$588.35/wk. to \$695.10/wk.

\$672.40/wk. to \$794.40/wk.

\$30,711.87 to \$36,284.22 year

\$35,099.28 to \$41,467.68 year

Fairhaven is an Affirmative Action and Equal Opportunity Employer

DRAFT

JOB DESCRIPTION HARBORMASTER Chilmark Town Hall

DRAFT OF OCTOBER 19, 2010

POSITIVE TITLE: Harbormaster

SUPERVISION AND SUPERVISORY RESPONSIBILITIES:

Employee works under the general supervision of the Board of Selectmen. Policy direction comes from the Board of Selectmen and general administrative direction is provided by the Executive Secretary. Employee exercises discretionary power over all of the Harbormaster functions in consultation with the Board of Selectmen as necessary. Employee 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 and Stonewall Pond and Tisbury Great Pond, as well as their facilities. These are considered to be part of the principal assets of the town. Employee supervises a year round part time administrative assistant and up to five seasonal staff. Employee is in contact with other staff, with town residents and members of the public on a daily basis. Seasonal work load and responsibilities fluctuate dramatically but employee is required to be on call year round for emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employee: 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");

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

Develops and administers the harbor budget – in consultation with the Accountant;

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, 17 transient berths, and 10 transient moorings; allocates dockage for commercial wharf; supervises collection, documentation and transmittal of all fees to the Town Treasurer;

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

Works with other departments (Police, Fire, Emergency, Beach, Highway, BOH) to keep the harbor functioning efficiently and safely.

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.

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

Prepares department report for the Annual Town Report. Maintains harbor records.

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

Acts as liaison for Homeland Security measures.

Performs other duties as required.

QUALIFICATIONS: USCG Captain's License (100 ton or better), TWIC card, valid driver's license; CPR and First Responder certification; Harbormaster's Academy Certification; membership in Cape and Islands Harbormaster's group

WORK ENVIRONMENT: most work is performed outside in all weather; during summer office is in the Harbormaster's shack on the bulkhead at Menemsha Harbor small and unheated), with small year round desk in Town Hall.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive maritime experience, and knowledge of, including experience with the operation of both small and large commercial and recreational vessels.

Familiarity with harbor management and detailed knowledge of town waters.

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

Good communication skills and ability to maintain favorable relations with all harbor patrons.

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

Ability to supervise, manage, evaluate and correct staff in a respectful manner.

Computer literacy: must be familiar with e-mail, EXCEL, WORD and Harbor Program

I. POSITION TITLE: Harbormaster/Wharfinger

II. SUPERVISOR: Board of Selectmen

III. GENERAL DESCRIPTION OF DUTIES: Regulate and control 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 marine law enforcement officer to enforce provisions of Motor Boat Law and other state and local regulations when applicable.
- B. Receive applications for and allocate moorings with Mooring Assignment Committee.
- C. Supervise and allocate docking privileges.
- D. Collect all fees as established by the Town for mooring and docking, and remit to banks appropriately.
- E. Maintain current mooring charts and mooring/slip assignments.
- F. Maintain town owned landings, docks, moorings, aids to navigation and pump-out facility.
- G. Enforce pump-out regulations.
- H. 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.
- I. Maintain law and order on town waters and respond to complaints regarding noise, boats or wrong moorings, vandalism, etc.
- J. Submit an annual report on departmental activities to Selectmen for the town report.
- K. Prepare and submit state reports on motor boat traffic and accidents, and the annual report to assessors listing all vessels in town waters.
- L. Job schedule: work daily during summer; 24 hours on-call year round.

The essential functions or duties listed below 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 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.

SUPERVISORY RESPONSIBILITIES: ALL HARBOR STAFF AND CONTRACTORS.

(OVER)

HARBORMASTER COU'T

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Have extensive experience as boatman.
- B. Have familiarity with harbor management and boating regulations
- C. Detailed knowledge of town waters.
- D. Must be able swimmer.
- E. Must be forceful and authoritative and maintain favorable public relations as a town official.
- F. Ability to work with little day-to-day supervision.
- G. Ability to communicate effectively with town employees, state and local officials, and the general public.
- H. Respect for the privacy of co-workers and the public we serve.
- I. CPR Certification required.
- J. Harbormaster School must be attended at the next available session. If school not attended, could be cause for dismissal.

II.

I. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade IX; Approx. 1800 Hours per year

Approved by: The Personnel Board: Date: _____ Chairman: _____

Reviewed by: The Board of Selectmen: Date: _____ Chairman: _____

10/19/2010

Data from June 2007

updated Dec 2010

HARBORMASTER COMPARISON (data from 2007)

grade 8
rep 8
3.53 -
7.93
in 2007

CHILMARK: budgeted for 1800 hours. HM plus 1 part time administrative assistant, 1 assistant HM, 2 to 3 assistant wharfingers (1 full time position, 1 part time, and 4 seasonal) *Budgeted at 1800 but on call 24/7 year round - must be on hand daily in summer.*

Handles: 6 different slip areas plus fishing dock, 8 outside and 2 inside transient moorings, 200 private moorings in many areas, Hariph Creek dock. This is essentially a public marina with moorings - assignments, enforcement, maintenance, harbor improvements.

Interacts with: recreational boaters, townspeople, commercial fishermen, USCG/SAR, Dinner Boats, Riparian Owners, Private docks, Fuel Dock, Comfort Station, Pump out Station.

grade M-9

TISBURY: budgeted at 2000 hours. HM plus one year-round part time assistant HM (currently John Crocker), and up to 6 part time seasonal employees plus the part time services of an administrative assistants (from the BOS office).

2,000+
3,29 - 32.94
in 2007

Handles: 3 different mooring areas (714 moorings, private and commercial) in 4 areas, 40 to 50 town leased moorings and 20 transient moorings in the inner harbor; Town wharf, pump out boat.

plus longevity

Interacts with SSA, 5 boatyards, tug and towing businesses, 4 private marinas, launch service, fuel barges, fuel docks, yacht club, comfort station, SHENANDOAH & ALABAMA, charter boats, etc.

79 - 76,465
in 2007
in July, 2007

OAK BLUFFS: budgeted at 2000 hours in JOINT POSITION as Harbormaster and Marina Manager. One full time and between 2 and 18 seasonal (depending upon time of year).

increased by 4 to
Interacts with: SSA, small passenger ferries such as PATRIOT, private docks, fuel dock, comfort station.

grade 11

EDGARTOWN: budgeted for 2000 hours. 2 full time, 5 part time, and 20 seasonal. Handles moorings (private and commercial) plus Town Wharf

5 - 31,62
in hour
in 2007

Interacts with: Ferry ON TIME, private marina, private docks, charter boats, yacht club