

Job Description – Assistant Harbormaster – Chilmark Town Hall

January 6, 2022

- I. POSITION TITLE: Assistant Harbormaster (Asst. HM)
- II. SUPERVISOR: Harbormaster (HM)
- III. GENERAL DESCRIPTION OF DUTIES: Assist the HM in regulating and controlling the waterways of Chilmark and the roadways of Menemsha village in connection with vessel use, motor vehicle traffic flow and vehicle parking regulations. The waterways of Chilmark include Menemsha Harbor, Bight, Creek, and pond, Nashaquitsa pond and Stonewall pond.
- IV. DUTIES and RESPONSIBILITIES:
 - A. Act as the Harbormaster when on duty in the absence of the Harbormaster.
 - B. Enforce provisions of Motor Boat Law and other state and local regulations when applicable under the supervision of the Harbormaster.
 - C. Enforce parking regulations within Menemsha Village to include the Menemsha Beach parking area, Basin Road, North Road from the intersection of Basin Road to Boathouse Road, Boathouse Road, and the West Dock parking area.
 - D. Collect all fees as established by the Town for transient moorage and dockage when necessary.
 - E. Enforce pump-out regulations
 - F. Carry out rescue operations within town waters and maintain communication with the Coast Guard and other search and rescue agencies and assist such agencies when called upon.
 - G. Maintain law and order on Town waters, wharves and applicable roadways, and respond to complaints regarding noise, boats on unassigned moorings, vehicles parked illegally or on private property, etc.
 - H. Perform maintenance and repairs of Town waterfront and Harbor facilities under the supervision of the HM.
 - I. Job Schedule: Summer Season

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

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

V. SUPERVISORY RESPONSIBILITIES: Assistant Wharfinger

VI. REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- A. Have Experience as a boatman.
- B. Have familiarity with Massachusetts boating regulations and the Chilmark Waterways Rules and Regulations (CWRR).
- C. Have a detailed knowledge of Town waters; special tide and current situations particular to Menemsha.
- D. Have a detailed knowledge of roadways and parking regulations particular to Menemsha Village.
- E. Must be able swimmer.
- F. Must be capable of being Authoritative and maintain favorable public relations as a Town official.
- G. Ability to work with little day-to-day supervision.
- H. Ability to communicate effectively with town employees, state and local officials, and the general public.
- I. Respect for the privacy of co-workers and the public we serve

VII. QUALIFICATIONS:

- A. Acceptable CORI (Criminal Offender Record Information) & SORI (Sex Offender Record Information)

VIII. POSITION GRADE LEVEL and TIME REQUIREMENTS:

Grade VIII Seasonal (Less than 19 weeks) 40 hrs./wk.

Approved by: Harbormaster

Date: _____ Harbormaster: _____

Recommended by: Human Resources Board

Date: _____ Chairman: _____

Approved by: Board of Selectmen

Date: _____ Chairman: _____