

Job Description – Harbormaster- Chilmark Town Hall

January 6, 2022

I. POSITION TITLE: Harbormaster (HM)

II. SUPERVISION and SUPERVISORY RESPONSIBILITIES:

The Harbormaster (HM) works under the supervision of the Board of Selectmen (BOS). The HM exercises discretionary power over all of the Harbor and establishes, administers and supervises all long and short term plans, objectives and projects pertaining to all Town waterways, Town owned infrastructure that support town waterways, and the facilities and services that directly support the functions of the Harbor, and publicly used areas of Menemsha Village.

The HM supervises year round and seasonal employees in their day to day functions and recommends appropriate personnel actions as necessary. The HM maintains contact with other staff, Town residents, and members of the public on a daily basis. Seasonal work load and responsibilities fluctuate dramatically but the HM is required to be on call year round for matters pertaining to the Town's waterways management or emergency situations.

III. DUTIES and RESPONSIBILITIES:

- A. Administers and enforces all applicable Massachusetts General Laws as well as all applicable local laws including the Chilmark Waterways Rules and Regulations (CWRR). Enforces Coast Guard boating rules and regulations.
- B. Supervises and manages daily Harbor functions including parking enforcement within Menemsha Village; directing the flow of traffic, assisting the public, identifying parking violations, issuing parking tickets, and/or taking appropriate action. The area of responsibility for traffic enforcement 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.
- C. Prepares an annual report to the Board of Assessors of vessels moored in Chilmark.
- D. Develops and administers the Harbor budget in consultation with the Town Accountant. Purchases needed equipment and supplies for the department; ensures the completion and maintenance of records, reports and documentation.
- E. Manages and allocates the private mooring permits; manages and supervises the allocation and administration of Town leased slips, transient berths, and transient moorings; allocates dockage for the Commercial wharf; supervises collection, documentation, and transmittal of all fees to the Town Treasurer.
- F. Ensures all Town waterfront and harbor facilities and equipment are in good working order and pose no public safety risks.

- G. Performs and/or oversees the maintenance and repair of all waterfront and harbor facilities and equipment including but not limited to harbor docks, ramps, floats, aids to navigation, department boats and equipment, comfort station, fresh water systems, trash receptacles, and roadways within Menemsha Village. Schedules, manages and oversees capital improvements to all town owned harbor facilities. Ensures that waterways, and roadways within Menemsha Village, are used in a safe environmentally friendly and lawful manner.
- H. Responsible to properly equip Harbor Department and to maintain all equipment/materials in good working order.
- I. Works with Town and other island departments including but not limited to the Police, Fire, Emergency, Beach, Highway and Board of Health to keep Menemsha Village, the harbor, and Town waterways functioning safely and efficiently.
- J. Assists vessels in emergency situations; performs safety and rescue work during adverse weather conditions and emergencies. Assists other agencies such as Harbormasters, the Coast Guard, the Environmental Police, and all appropriate federal, state and local agencies during emergencies, with investigations and in mutual aid situations.
- K. Serves as the primary maritime public safety and enforcement officer.
- L. Recommends to the BOS, trains, schedules and supervises the seasonal staff of Assistant Harbormasters and Assistant Wharfingers. Implements personnel policies, prepares and verifies payroll.
- M. Responds to inquiries and complaints from boaters, fishermen, local business owners, residents and visitors; maintains good public relations.
- N. Monitors Town waterways regularly to answer questions and concerns, educate boaters, assist boaters in difficulty, and protect vessels against unlawful entry, fire, theft, and vandalism.
- O. Monitors Town roadways within Menemsha Village regularly to answer questions and concerns, maintains lawful use of roadways and parking areas and provides the Chilmark Police Department with information regarding any unlawful use, obstruction of roadways or emergency traffic situations.
- P. Prepares department report for the Town Annual Report. Responsible for all Harbor records.
- Q. Acts as liaison for Homeland Security measures.
- R. Performs similar or related work as required, directed or as the situation dictates.

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

IV. QUALIFICATIONS:

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

V. WORK ENVIRONMENT:

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

VI. REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- A. Knowledge of waterways operations, boat handling and rescue techniques.
- B. Knowledge of federal, state, and local applicable laws and regulations relating to the marine environment.

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

VII. POSITION GRADE LEVEL AND TIME REQUIREMENTS:

As recommended by the HRBC and approved by the BOS.

Grade 11: Without USCG Captain's License.

Grade 12: With USCG Captain's License.

Approval by:

Human Resources Board:

Date: 2/15/22 Chair: 

Reviewed By:

Board of Selectmen:

Date: _____ Chair: 