

Harbormaster

Town of Southwest Harbor

The Town of Southwest Harbor is seeking a fulltime Harbormaster. Work includes assisting the Public Works Department in the off-season. The ideal candidate will have demonstrated administrative capacities; strong communication and interpersonal skills; proficiency with common computer programs; and a team player attitude. Minimum qualifications of a high school diploma or GED, five years' experience in a marine-oriented industry, possession of a valid driver's license, experience afloat in a vessel with duties pertaining to deck, navigation & operational specialties or any equivalent combination of experience and training. Position is 40 hours per week, year-round, with a pay range of \$25.00 to \$30.00 per hour depending on experience and training, plus an excellent benefit package. A full job description and application is available on the Town website at www.southwestharbormaine.org. Submit a Town application or cover letter and resume to Marilyn J Lowell, Town Manager by email to manager@southwestharbor.org. Applications will be accepted until the position is filled.

~ Southwest Harbor Is an Equal Opportunity Employer ~



Harbormaster Job Description

Position: Regular Full Time Employee
Appointed annually by the Board of Selectmen upon the advice of the Town Manager and Harbor Committee.

Hours: 40 hours per week, Year-round
Overtime may be required as dictated by job and project needs.

Standard workweek days and hours will be set by the Town Manager and may be altered by the Manager to meet special conditions or circumstances. Wintertime work will require night and weekend work.

Regular Compensation: Hourly, Not-Exempt from Overtime

General Responsibility:

The primary responsibility of the Harbormaster is to maintain and manage the Town's marine facilities at the Manset Town Dock, Upper Town Dock, and Lower Town Dock; as well as the public waters of the Town and to assist the Public Works Department as needed.

Specific Responsibilities:

1. Responsible for implementing and overseeing the daily harbor management work program as outlined by the Harbor Management Ordinance and directed by the Town Manager.
2. Enforces and performs those other duties of the Harbormaster specified in:
 - a. Title 38 M.R.S.A. § 1 as amended.
 - b. The Southwest Harbor Coastal Waters and Harbor Ordinance.
3. Responsible for maintenance of all Town harbor facilities & equipment.
4. Constructs floats, maintains, and repairs municipal marine facilities and equipment.
5. Helps prepare estimates of personnel, material and equipment needs.
6. Prepares bid packages and reviews contractor submittals.
7. Submits budget requests and manages the Harbor Department budget.
8. Is responsible for all purchases within the department.
9. Supervises the work of one or more Deputy Harbormasters.
10. Completes inspections and prepares reports requested by the Harbor Committee & Board of Selectmen as directed by the Town Manager.
11. Issues wharf permits, mooring permits, float permits, and lobster car permits and maintains records of same.
12. Maintains and publicly posts records of moorings and waiting lists.
13. Assists permit applicants.
14. Supervises placement of all moorings.
15. Manages & maintains the anchorage area & channel.

16. Maintains private (Town) aids to navigation (speed buoys etc.)
17. Keeps harbor clear of obstructions.
18. Monitors the international calling & distress frequency when on duty.
19. Assists other law enforcement entities & State & Federal agencies.
20. Conducts harbor patrols weekly or as needed.
21. Maintains current navigation charts and provides local information to boaters.
22. Reports all marine pollution to the appropriate agencies.
23. Assures the smooth operation of the Town's wharfs & public landings.
24. Assists the Town Office staff with the billing and collection of municipal marine based fees.
25. Monitors the commercial use of the Municipal launch ramps & wharves.
26. Assists transient vessels.
27. Performs checks for overdue vessels.
28. Assists in marine rescues & emergencies.
29. Maintains safe operational condition of the Town's piers, floats, moorings, ramps & associated structures.
30. Provides courtesy services to the local & visiting public.
31. Acts as the Town's liaison to the Harbor Committee: preparing their agendas in consultation with the committee chair, mailing agendas and minutes to the members, posting public notices of the meetings, and providing meeting notices and minutes to the Town Clerk in a timely manner.
32. Completes seasonal float placement, maintenance & removal.
33. Maintains a preventive maintenance and capital improvement program for all assigned buildings, other structures, and grounds in the safest and most cost-effective manner.
34. Maintains liaison with Federal, State & local authorities.
35. Maintains a daily Harbormaster Log.
36. Attends annual Harbormaster training workshops and additional training as requested.
37. Assists the Public Works Department with snowplowing and other duties .
38. Creates and maintains a Harbor Plan that accurately plots moorings, floats, lobster cars, channels, anchorage areas, etc. and keeps a copy on file at the Town Office.
39. Maintains order in dock parking areas with parking enforcement. (permits & violation citations)
40. Performs other duties from time to time as may be directed by the Town Manager.

Supervision: Employee reports directly to the Town Manager.

Employees Supervised: One or more Deputy Harbormasters

Knowledge, Skills, and Abilities:

1. Computer literacy includes email, internet browser, word processing and spreadsheet skills.
2. Basic knowledge of marine law and navigational science.
3. Basic knowledge of the marine commercial & recreational industries.
4. Knowledge of materials, methods and techniques commonly employed in marine construction, commercial fishing, and maintenance activities.

5. Knowledge of the hazard and safety precautions necessary when working in a marine environment.
6. Ability to work with and maintain good relations with State Agencies, other Town Departments, fellow employees, and the general public.
7. Working knowledge of marlinspike seamanship and small boat handling.
8. Working knowledge of marine construction sufficient to recognize deterioration and ability to perform repairs and construction.
9. Familiarity with the placement and maintenance of ground tackle and appendages as they relate to moorings, floats & navigational aids.
10. Ability to achieve a minimum of FEMA (ICS NIMS 700) Training and Certification.
11. Ability to work with little or no direct supervision and considerable interaction with other municipal employees and members of the general public.
12. Good working knowledge of marine based industry and recreational boating as well as small boat handling and maintenance.
13. Good oral and written communication skills and familiarity with administrative and organizational procedure
14. Ability to establish and maintain long and short-range planning.
15. Ability to pass the Maine Criminal Justice Academy's Reserve Officer Training Course, National Red Cross Standard First Aid Course, and similar training programs.
16. Successful completion of the basic Maine Harbormaster's Association's Harbormaster Training Course, within one year of employment and the advanced course within two years.

Minimum Qualifications

1. Graduation from high school or G.E.D.
2. A valid Driver's License.
3. Five (5) years' experience in a marine oriented industry, public or private.
4. Experience afloat in a vessel with duties pertaining to deck, navigation & operational specialties.
5. An equivalent combination of experience & training.

Physical Requirements

1. Physical ability to lift 50 pounds, manage a computer keyboard, and climb ladders and into and out of boats.
2. Visual acuity sufficient to read documents, charts, and computer screens and to discern vessels approaching the harbor.
3. Hearing sufficient to monitor and operate two-way radio and telephone.

The duties listed above are intended only as illustrations of the diverse 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. This job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

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I have received, reviewed, and accepted this job description.

Date

Printed Name

Signature