Application for this vacancy will be received for five working days only.

**Position Title**

**Assistant Harbormaster, Facilities**

**Grade**

**Admin Grade 50**

**Salary**

$860.46-$1,093.96 weekly

**Regular Working Hours**

37.5 hours per week

**Department Head**

Mark Souza

Responsibilities (Brief Job Description):

Please see attached job description.

Interested candidates are invited to submit a resume or application to the Harbormaster's Office.

Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Selectmen's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

Mark Souza
Harbormaster
POSITION DESCRIPTION
FOR
ASSISTANT HARBORMASTER, FACILITIES (permanent)

January 28, 2002

Summary: Under the general supervision of the Harbormaster. In the absence of the Harbormaster and Assistant Harbormaster, Operations, has full responsibility for the operation of the department and acts as the Harbormaster's representative in carrying out law enforcement, patrol, and protection of property, search and rescue as appropriate within the waters and jurisdiction of the Town of Marblehead. He/she has full authority of the Harbormaster in both duties and responsibilities in the execution of Harbors & Waters Board policy, state and federal rules, regulations, and law.

DUTIES AND RESPONSIBILITIES

Law enforcement: Must be versed in Harbormaster's authority and duties designated in Massachusetts General Laws and Marblehead By-laws. Is familiar with appropriate parts of Title 33 and 46, Code of Federal Regulations regarding boating safety, rules of the road, navigation, vessel registration and documentation, marine sanitation, and environmental protection. Investigates and file reports of accidents, stolen vessels, equipment and property, and any and all other illegal activity. Enforces state motor boat, commercial fishing, shellfish laws and all rules and regulations in the Manual for Marblehead Waters. In coordination with the Police Department, may arrest or place persons in protective custody for serious cases of operator intoxication or negligent operation in accordance with Chapter 90B
of the General Laws of the Commonwealth of Massachusetts. Other enforcement actions include, but are not limited to, written/oral warnings, citations, chaining and locking offending vessels, or physical removal of vessels. Enforcement actions may include the use of non-lethal, defensive measures and equipment. Must maintain close working relationship with US Coast Guard, State Police, state environment police (DEP), other harbormaster departments, and local police departments. Serves as court witness and assists and cooperates with the prosecutor in court for any violations or infractions as required. Must have or be actively working toward appropriate certifications from Coast Guard, Commonwealth, and Harbormasters Association or applicable/equivalent experience for level(s) of responsibility described above.

Emergency Response: Conducts rapid response by boat to distress calls of all vessels in Marblehead Waters and Marblehead vessels in adjacent waters. Must hold or be actively working toward certification as a professional level of "First Responder" for first aid and CPR treatment. Must continue to re-train as necessary to keep certification current. Must be proficient in the use of all on board navigation equipment (radar, Loran/GPS, VHF radio, cellular telephone and E911 communication equipment pertinent to search and rescue activities. Responsibility for fighting fires onboard boats within the capabilities of installed equipment and for assisting the Fire Department in fighting pier or shore-side fires. Recovers human and animal remains in Marblehead Waters. Must have familiarity with Coat Guard rescue capabilities and conduct joint response cases with CG Station Gloucester.
**Boat Handling:** Be proficient in the use of all on-board navigation equipment (radar, loran, GPS, VHF radio) using proper procedures and protocol. Be proficient and experienced in seamanship, coastal piloting, and using both visual and electronic aids to navigation. Supervise and teach the correct use of above equipment to Seasonal Harbor Assistants. Be familiar with the operation and maintenance of all engines, electrical, and mechanical systems on the Harbormaster craft. Must be familiar with standard search and rescue procedures, boat handling and towing procedures, and environmental response actions for oil/fuel spills until Coast Guard response team arrives on scene. Must be familiar with safe towing practices for swamped/overturned vessels sailboats as well as power boats and commercials fishing vessels under varying conditions.

**Patrolling Duties:** Prepares duty schedule for patrolling/standby and acts as senior patrol person for the following routine duties:

1.) Inspects public landings and floats daily for vessel tie-up time limit compliance, fishing gear compliance and ensures general cleanliness, safety and repairs of public areas, directs Seasonal Harbor Assistants in these duties
2.) Checks private floats for number, length, use and conditions for compliance with required permits.
3.) Checks individual moorings for condition of chain, buoy, and pennants as well as checking for proper markings (identification) and usage. Checks and takes appropriate action for mooring space problems.
4.) Investigates oil and hazardous substance spills, and assists federal, state, and local authorities in determining source and limiting environmental damage.
5.) Assists, directs and supervises in de-watering boats on mooring endanger of sinking or swamping.
6.) Checks for and removes debris that may pose a hazard to navigation.
7.) Assists, directs and supervises in maintaining speed limit signs, fairway markers, and swimming area markers.

Other Operations:
1.) Supervises placement of mooring equipment and settles mooring gear conflicts at the direction of the Harbormaster.
2.) Maintain liaison with Yacht Clubs in the scheduling and staging of all regular and special events, races, regattas and special harbor functions such as fireworks. Provides safety patrols and coordinates events with the commercial and boating public directing and supervising Seasonal Harbor Assistants as necessary.
3.) Removes stray dinghies from shore and identifies ownership of wrecks and arranges for their removal.
4.) Supervises use and maintenance of sewage pump out facilities within jurisdiction.

Boat Maintenance: Performs all routine daily and seasonal maintenance of diesels, outboard motors; paints and varnishes boat surfaces; prioritizes maintenance/improvement projects directing and supervising Seasonal Harbor Assistants in completion of work. Maintains a service log and records for each boat and major piece of equipment.

Public Relations: Acts independently to explain mooring policy, harbor regulations, and provides helpful information to the general public. Makes oral presentations to meetings of the Harbors and Waters Board as requested.

Miscellaneous: Performs all other related duties as required and directed.

Basic Knowledge: High School graduate.

Experience: Two years operating a power driven vessel of at least 25 feet.

Independent Action: Function independently, within a broad scope of established departmental policies and procedures. Carry out responsibilities using sound personal judgment and initiative to act in the best interest of the Town of Marblehead.

Supervisory Responsibility: Provide training, guidance, discipline, and functional supervision for the seasonal assistants.