

**Town of Tisbury
Natural Resources Department
Harbormaster**

Definition

Harbormaster performs supervisory, administrative functions and is responsible for managing and ensuring orderly and safe use of Tisbury waterways. The position is responsible for providing assistance to boaters and the public on all Town harbors and waterways. Monitors and responds to oil spills and requests from law enforcement agencies and monitors boat operations. Ensures the enforcement of applicable waterways bylaws and Federal, state and local laws, rules and regulations.

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.

- Manages and supervises department personnel and harbor activities, assigns moorings and establishes collection fees.
- Oversees daily and seasonal operation of the Vineyard Haven Harbor and other waterways facilities; enforces local waterways bylaws and regulations; collects data for vessels using the waterways; maintains inner harbor moorings; rents moorings and town pier dockage.
- Oversees the billing process and maintains financial records. Is responsible for overseeing and facilitating any awarded grants and/or contracts. Prepares, administers and monitors the department's budget; purchases equipment and supplies; reports and records activities. Prepares warrant articles for town meeting.
- Assists Town Treasurer in billing and collection of mooring and rental fees and maintains waiting list. Revokes permits and assigns mooring permits.
- Monitors boat operations, including ferries and skiers; issues citations, imposes fines and makes arrests. Patrols harbors and provides information and assistance to the public. Responds to inquiries and complaints from boaters, residents, and visitors.
- Oversees and participates in the maintenance of Town moorings, boats, and equipment; installs, inspects, repairs, and removes navigational aids. Assists private mooring owners with compliance issues to ensure public safety.
- Recruits, trains, and supervises full time, part-time, and seasonal staff.
- Oversees and administers the "pump out program". Obtains grants to build and staff the boat, including recruiting and training. Responsible for design and construction of the boat; arranges for and oversees dredging and the disposal of the effluent.
- Meets with Natural Resources Advisory Committee and other committees, agents, boards, and organizations about dredging, permitting, policy and regulatory issues. Secures grants and alternative funding.
- Collaborates with Cape and Island harbormasters.
- Attends training sessions and maintains certifications.

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- Provides technical assistance to state and local agencies for development of recommendations on environmental issues.
- Directs and coordinates search and rescue missions in Town waters; monitors and responds to oil spills and requests for assistance from law enforcement agencies; recommends solutions to state and federal agencies.
- Performs other duties as necessary.

Supervision

Supervision Scope and Supervision Received:

works independently with broad general guidance from the Town Administrator. Works from policies, goals, and objectives; establishes short-range and long-range plans and objectives, performance standards and assumes direct accountability for department outcomes. Consults with the Town Administrator only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. Consults with the supervisor on issues with political and high-level ramifications or when requested by the supervisor. Exercises control in the development of departmental policies, goals, objectives, and budgets and resolves conflicts and coordinates with others.

Supervision Exercised:

The supervisor is accountable for the quality and quantity of work done by Full time, part time and seasonal employees and assures the accomplishment of the assigned work in the prescribed manner. The incumbent advises and instructs on both administrative and work matters.; informs subordinates of organizational policies, goals, procedures and regulations. Resolves employee complaints and effects disciplinary actions such as oral and written reprimands.

Accountability:

Duties include responsibility for technical processes, service delivery, contribution to plans and objectives, and fiscal responsibility for the department, including buildings, equipment, and staffing utilization. Errors could result in personal injury/loss; delays or loss of service; extensive financial losses; injuries to other employees; damages to buildings and/or equipment; and significant legal ramifications. Small errors could place the public/customers and vessels in serious danger.

Judgement:

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Follows guidelines which include a large body of policies, practices and precedents that may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting, and applying federal, state, and local laws, rules, and regulations.

Complexity:

The work consists of employing varied and different concepts, theories, principles, techniques and practices relating to the harbormaster field and functions. Requires in-depth knowledge and experience with boating experience and of the ocean and weather conditions; knowledge and ability to rescue boats and people; knowledge and experience with minor carpentry, repair, and mechanical skills. Assesses services, recommends improvements, and maintains currency in the various fields of expert knowledge about the ocean, weather, boats, and customer servicing.

Nature and Purpose of Contacts:

The employee has constant interactions primarily with municipal, State and Federal Agencies including CZM, DMF, DEP, USCG, SSA, Conservation Commission, Waterways Committee, bridge tender Shipyards and marinas', Police and Fire departments, Yacht clubs, boat owners and operators, and the public. Communications are via email, text, VHF radio, telephone, and face to face.

Confidentiality:

This position has access to confidential information, including personnel records, customer information, lawsuits, and client records.

Recommended Minimum Qualifications

Education, Training, and Experience

Bachelors degree preferred or master craftsman level of trade knowledge; plus 5- 7 years of boating experience, in addition to licenses and certifications, and 2 years' experience in grant writing or an equivalent combination of education, training, and experience are required. Experience working with municipal, State and Federal Agencies or with Law Enforcement or Accident Investigation is highly preferred. Management and supervisory experience in a municipal setting is necessary. Valid Massachusetts Class D Motor Vehicle Operator License, Coast Guard Captain's License, CPR, and First Aide Certification are required at time at hire. Carpentry and repair skills are required to perform minor maintenance and repair of equipment.

Special Requirements:

50-ton USCG Masters Captains license, Satisfactory completion of an initial course of training approved by the harbor master training council within 2 years of hire; as required by MGL, c. 102, 19A. Preventing and responding to spills of different types of hydrocarbons. VHF radio communication skills. Island residency strongly preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge: Proficient knowledge of dredging, maintaining dredge permits and procuring contractors for dredging. In-depth knowledge of applying for grants and grant management. Proficient knowledge to oversee projects. Thorough knowledge of waterway operations, boating, mooring, navigation, seamanship, radio communication, diving operations and rescue techniques, including boat handling, towing, mechanical, and anchoring. 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 engines and engine repair. Knowledge of harbor planning principles. Proficient database management knowledge and skill for harbor mooring activities. Proficient knowledge to permit moorings. Proficient knowledge of accounts payable and receivable, budgeting and budgeting software. Proficient knowledge of payroll rules and regulations, processing, and systems. Advanced knowledge and ability conducting collections. Proficient management and supervisory knowledge, and skills for directing, hiring, disciplining and training staff.

Ability: Ability to work independently, prioritize tasks and work effectively under time constraints. Ability to analyze and interpret financial data and present reports of findings and recommendations. Ability to communicate effectively both orally and in writing. Ability to prepare and manage budgets. Ability to develop effective working relationships with other Town departments. Ability to collaborate and appreciate other's viewpoints. Ability to provide instructions. Ability to record data into logs. Ability to operate computers. Ability to maintain confidentiality. Ability to assist Town Treasurer in billing and collection of mooring fees. Ability to write mooring leases, assign transient moorings, mooring permits and revoking permits. Ability to produce turnover reports. Ability to operate vessels in severe weather conditions and perform basic maintenance and repair. Ability to communicate and interact with diplomacy with government agencies, the public, staff, and customers.

Skills: Skill and accuracy in working with numbers and detail. Skill in data processing. Expert boating skills including boat handling and towing under normal and adverse conditions. Proficient coaching skill for convincing and instructing boaters how to handle situations. Demonstrated public relations skills. Proficient repair, mechanical, and carpentry skills. Excellent skills for rescuing people and boats that are disabled, sinking and/or are on fire. Proficient skills to enforce inspection requirements. Excellent organizational skills. Excellent interpersonal and customer service skills. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Excellent written and verbal communications skills, data base, and data entry skills. Proficient computer operations and software applications skills for existing and new software applications, including Microsoft Office Suite. Proficient skill with proprietary software programs, and scheduling software applications. Excellent grant writing and grant management skills and knowledge. Proficient scheduling, budgeting, and report and incident writing skills and knowledge.

Job Environment

Work is frequently performed in outdoor weather conditions with moderate noise levels. Work is performed occasionally with toxic or caustic chemicals; in areas with fumes and/or airborne particles; with extremes of heat and cold (not weather related); and near vibration and moving mechanical parts. Boat operations occur in heavy seas, snow, wind, ice, rain and heat. Work is subject to fluctuations and administrative deadlines. The position requires working beyond normal business hours, in response to emergency situations and for attendance at evening or holiday or weekend meetings.

Physical Requirements

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The physical demands described 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 required to talk and/or hear and use hands to finger, handle or feel. Occasionally the duties require the employee to stand, walk and sit; climb or balance; stoop, kneel, crouch or crawl; reach with arms and hands; taste or smell; and experience vibration. The duties require the employee to frequently lift and/or move objects weighing up to 10 pounds; occasionally the employee is required to lift and/or move objects weighing up to 30 pounds; and the employee is seldom required to lift and/or move objects weighing up to 100 pounds.

Motor Skills

The job occasionally requires operating telephones, keyboards at efficient speed, personal computers, handheld technology, office tools and equipment, and hand tools. The duties require operation of an automobile and a light truck, and boats.

Visual Skills

Visual demands at or correctable to normal ranges to read documents and analyze data. Close distance, color, peripheral vision and depth perception are necessary. This position requires the ability to read documents and to view a computer monitor.

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.