

Subject: Job Description-Harbor Master

Nature of work: Responsible for the operation, maintenance and management of the facilities of the Bucksport Harbor. Works under the general direction of the Town Manager and may supervise employees engaged in maintenance and repair activities. The position is appointed by the Town Council.

Essential Duties and Responsibilities: Position requires extensive communication and interaction with users of the harbor facility and members of the general public. Interacts and contributes to the effective flow and sharing of information on a daily basis with customers and others. Applies various oral and written communication styles to lead and document day to day activities. Duties and responsibilities include:

Have the care and regulation of the harbor and port of Bucksport.

Provide himself with the printed rules and regulations of the port for distribution.

Appoint deputy or deputies as needed.

Remove or cause to be removed any vessel, boat, or raft from any wharf obstructing anchorage; and whenever he shall deem it necessary he shall remove or cause to be removed any vessel lying in tier.

Promote order in the harbor, and assure the safety and convenience of the users of the harbor and of the general public.

Prevent the mooring of any floating craft used primarily for residence purposes except with his permission and that of the riparian owner.

Notify and warn the owner of any dock, pier, wharf or landing strip that has fallen into disrepair or is in dangerous condition, and cause the condition to be abated as a nuisance if not corrected within a reasonable period specified by the Harbor Master.

Enforce the provisions of any ordinance and any rules and regulations lawfully promulgated; thereafter, applicable to the harbor, waterfront, and watercraft.

Remove or cause to be removed or relocated any moorings or boats placed in the harbor without the harbor master's permission. and to charge a reasonable fee for such services.

Remove or cause to be removed any boat that occupies the town dock longer than the allowable time.

Approve the location of moorings and assess the required fees for moorings and docking.

Knowledge Required : Requires knowledge of marine and boat operation of a seasoned level, gained through experience and training in marine operations, to deal with a variety of issues and problems. Solid knowledge of the organization and its policies and procedures is necessary. Specific knowledge requirements include:

Boat operation, safety and repair.

Ordinances and statutes relating to boat operation and harbor facilities.

Installation and repair of moorings.

Training and Experience Required: Position requires experience and ability to operate a boat in various weather conditions, ability to install and service moorings, and ability to enforce harbor ordinances.

Necessary Special Requirements: Minimum of a high school diploma and completion of the Maine Criminal Justice Academy Basic Harbor Master Training Course with Law Enforcement certification preferred.