

***City of Gloucester
Notice of Position Vacancy***

IN-HOUSE POSTING

Date of Notice: May 3, 2016
Position: Harbormaster
Location: Harbormaster's Office
Harbor Loop
Reports To: Chief Administrative Officer
Waterways Board

Position Status: Permanent, full-time (35 hours per week)

Benefits: Yes

Position Description: See attached

Civil Service: Exempt

Bargaining Unit: Exempt

Qualifications: See attached

Salary Range: M8, (\$63,451.71- \$74,742.57)

Contact: Gloucester City Hall
Personnel Department
9 Dale Avenue
Gloucester, MA 01930

Telephone: (978) 281-9742

Respond on or Before: May 10, 2016

This in-house posting is provided as a courtesy to internal candidates, whose qualifications will be reviewed along with those of external candidates. All City non-union, non-management positions will be filled solely on the basis of qualifications.

AA/EOE

limited to Fiesta, Schooner Festival, coastal storms, oil spills, waterfront fires, and mass casualty incidents.

- ◆ Responds to all marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.
- ◆ Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- ◆ Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- ◆ Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- ◆ Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- ◆ Attends all Waterways Board & Committee meetings.
- ◆ Provides staff support, technical advice & assistance.
- ◆ Provides proper training to Assistant Harbormasters.
- ◆ Prepares reports and documents as necessary.
- ◆ Represents the Board as needed and informs Board of Waterways activities.
- ◆ Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- ◆ Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- ◆ Operates, maintains, collects rents, enforces lease agreements at commercial marinas
- ◆ Operates and oversees the maintenance of public launch ramps, landings, moorings and other waterways facilities owned by the City.
- ◆ Manages and safeguards the collection of rents and user fees.
- ◆ Performs annual evaluations for full time Department employees.
- ◆ Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- ◆ Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- ◆ Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- ◆ High School graduate, college degree preferred.
- ◆ A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, port operations.
- ◆ Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Global Positioning System (GPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland.
- ◆ Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.
- ◆ Up to date IT skills required, including word and data processing, spreadsheets and PowerPoint.
- ◆ Demonstrated ability to effectively communicate (oral, written and electronic) with the boating public, elected officials, boards and other waterways agencies.

- ◆ Qualified First Responder for emergency medical care.
- ◆ Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- ◆ Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
- ◆ Working knowledge of basic operational techniques and preventive maintenance of outboard engines.

revised 03/16