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.

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CITY OF GLOUCESTER Job Description

Title:

Harbormaster

Department:

Waterways

Supervisor:

Chief Administrative Officer for administrative purposes

Waterways Board for operations & policy

Grade:

M8

Civil Service:

Exempt

Union: Exempt

Supervision

Exercised:

Supervises full time employees, Assistant Harbormasters, project contractors and

consultants

Responsibilities:

Manages the City's waterways and related public facilities under authority set forth in M.G.L. Chap 102. Works cooperatively with both the boating public (Commercial/Recreational) and waterfront property owners in accordance with all

City Ordinances, State and Federal laws.

Duties:

- Enforces all applicable Federal & State laws and regulations, including no wake and the Gloucester Code of Ordinances, as well as policies, rules and regulations of the Gloucester Waterways Board.
- Reports to the Mayor on Administrative matters as per Gloucester Code of Ordinances 10-20(a)
- Reports to the Waterways Board on policy matters as per Ord. 10-20(a)
- Promotes safety on the water and responds to marine emergencies.
- Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the
- City's facilities in printed and electronic media, welcoming visiting boaters and providing them with assistance and advice.
- Responsible for mooring assignments, regulations compliance, inspections, and locations; maintains an electronic database and mapping of moorings.
- Manages office, records, budget, boats and staff of the Waterways Department.
- Familiar with available grant programs and funding through the Clean Vessel Act, Massachusetts Seaport Economic Council, Massachusetts Public Access Board, US Army Corps of Engineers, Chapter 9, BIG and any others that pertain to waterways and harbor improvement projects.
- Enforces all waterways laws, policies, rules, regulations and ordinances within a Harbormaster's authority as set forth by Federal, State & Local government, including MGL Chapter 90B, Sec. 1-19; Chapter 40, Sec. 21D; Chap 102, Sec. 17-28; and Gloucester Code Chap. 10 & Sec. 1-15.
- Patrols all City waterways during the year with more intense patrolling from May 1 to November 1. Provides continuous radio watch during patrol hours.
- In conjunction with the Fire and Police departments, US Coast Guard and other agencies, pre-plans the City's response to significant marine events & emergencies, including but not

- 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