

NOTICE OF VACANCY
HARBORMASTER

TITLE: Harbormaster

POSTION STATUS: Full-time, non-union position, with benefits

SALARY: Commensurate with experience

JOB SUMMARY:

The Harbormaster is responsible for understanding and enforcing, in City of Salem waters, all laws relating to boating and harbor regulations, including the inspection of incoming vessels at the Salem Harbor Station. The Harbormaster will work in coordination with municipal officials in the management of waterfront resources, which include boat ramps and piers at Salem Wharf, Winter Island, and Salem Willows.

SUPERVISION RECEIVED:

Works under the broad supervision of the Chief of Police and the Mayor.

SUPERVISION EXERCISED:

Exercises general supervision over 15 Assistant Harbormasters. Maintains contact with and coordinates actions with Salem Radio Control. Exercises supervision over a part-time Administrative Assistant who is engaged in clerical activities. Provides policy guidance and training to staff. Assigns and reviews work upon completion.

MAJOR DUTIES:

Supervises and participates in the day to day patrol of Salem waters in order to enforce all laws relating to harbor and boating regulations. Responds to and participates in rescues when the need arises and assists boats in distress. Works with the Police Department when coordinating issues or actions which requires joint land/sea efforts.

Monitors harbor regularly to protect vessels against unlawful entry, fire, theft, and vandalism.

Inspects or supervises the inspection of all tankers or barges arriving at Salem Power Station.

Responds to inquiries from the public concerning fishing areas and regulations. Assists boaters and the general public.

Maintains departmental equipment to ensure lasting efficient use; performs minor repairs, assists in water quality testing.

Ensures the operation of waste removal vessels within City of Salem waters to enforce state no discharge regulations.

Supervises and participates in the orderly process of assigning mooring spaces throughout Salem waters. Supervises and participates in the timely processing of mooring applications and supervises the depositing of mooring fees into a mooring fee account. Assists persons requesting information pertaining to the safe installation and maintenance of moorings.

Reports to municipal, state, and federal nautical and regulatory organizations.

Compiles a performance log and oversees the logs of Assistant Harbormasters as well as Radio Control. Prepares a work schedule of harbor supervision on a 24 hour basis for the boating months, and reviews the performance of Assistant Harbormasters while on patrol duty.

Compiles and works within a departmental budget. Supervises the necessary appropriations and expenditures on a yearly basis, reviews Departmental performance to a projected budget on a monthly basis.

Prepares monthly reports for the Mayor and provides Mayor with other information as requested.

Performs other duties as assigned, including coordinating use of waterfront resources, docks, and piers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Considerable knowledge of all laws pertaining to boating and harbor regulations and the local, state, federal, and regulatory organizations having jurisdiction of these laws and regulations. Must have a working knowledge of tanker pumping operations and City pollution prevention measures. The Harbormaster must be able to plot a course and navigate a vessel in adverse weather. The Harbormaster must also have the ability to plan, organize, coordinate, and supervise the work of others as well as maintain excellent records and maintain good working relationships with associates, the public, and other agencies. The position also requires the timely communication with other public officials and private citizens.

QUALIFICATIONS REQUIRED:

Extensive sea experience and service in the U.S. Navy, Coast Guard, Merchant Marine or the equivalency is strongly preferred. Undergraduate degree in Criminal Justice, Marine Conservation, Marine Transportation, Marine Maintenance, or Marine Engineering required; supervisory experience required, of an equivalent combination of education and experience.

Must be a pleasure boat operator with a minimum of 5 years' experience.

Certification in first aid and cardiopulmonary resuscitation.

Possession of a Massachusetts Class D motor vehicle operator's license.

Certification in small boat handling and navigation.

Familiarity with Salem waters.

PHYSICAL DEMANDS:

The physical demands described here 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 occasionally required to stand, walk, sit, talk or hear. May be required to lift, move and or push objects which weigh fifty pounds or more as well as climb, stoop, crawl, or kneel for extended periods of time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently required to work outside, which may be during inclement weather conditions. Must have the ability to judge distances and spatial relationships.

The noise level in the work environment is usually moderate.

Interested candidates are encouraged to apply to Human Resources, 120 Washington Street, 4th floor, Salem, MA 01970, or to lcammarata@salem.com. Applications will be accepted until a qualified candidate is selected.

Lisa B. Cammarata, Director, Human Resources, City of Salem

DATED: MAY 9, 2011