

Town of Harpswell-Job Description

Harbormaster & Marine Resources Administrator

GENERAL PURPOSE

Manage the activities of Harpswell's waters and harbors pursuant to Town ordinances and State statutes including mooring permits and locations as well as overseeing Town-owned floats, ramps, moorings and marine infrastructure. In addition, assist the Town and its Marine Resources Committee with development, implementation and oversight of the Town's shellfish management and conservation program. Also, serve as the staff point of contact for aquaculture proposals in Harpswell waters, and provide staff support for the Harbor & Waterfront Committee and the Fisheries Committee. This is a full-time year round position

SUPERVISION RECEIVED

Works under the supervision of the Town Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Carries out all harbormaster's statutory duties under state and local laws;

Manages all aspects of the harbor mooring regulations; receive & process new and renewal mooring applications, track and record +/-2500 moorings through GPS mapping and registration program annually;

Maintains moorings for Town boats;

Monitors and supervises 214 miles of municipal harbors and waterfront;

Oversees and manages Town's Harbor Management Plan and make recommendations for modification to the plan as required.

Assign specific locations for mooring placements as space allows with due regard to navigation and safety of persons/property; oversee placement as requested or needed;

Identify ownership of moorings;

Establish and maintain anchorage areas/transient channels;

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Identify and manage abandoned moorings as set forth in the Harbor & Waterfront Ordinance Rules & Regulations;

Relocate moorings that pose a danger to other property in the waters of Harpswell;

Manage mooring wait lists as defined in the Harbor & Waterfront Ordinance Rules & Regulations;

Identify float ownership;

Identify derelict floats/boats, contact owners for disposal and arrange for town disposal if ownership unknown;

Responsible for Pott's Point Town Dock including management of seasonal storage of Pott's Point Landing float;

Manage storage of boats/traps/floats at the Mackerel Cove Town landing;

Remove abandoned vessels at the request of the Select Board;

Reviews wharf applications, attends site visits, and makes recommendations to the Select Board in relation to hazards to navigation;

Maintain harbormaster boat including winter storage and accessibility (if needed) and meeting USCG requirements for safety equipment;

Oversees proper care and maintenance of Harbormaster's boat and of Marine Resources boat;

Recommend, install and replace town navigational aids in Harpswell waters ensuring all channel markers are on location and in good condition;

Treat the public in a polite, courteous manner and ensure timely call backs;

Manage mooring disputes including onsite visits with citizens to identify mooring placement to resolve disputes;

Responsible for coordinating easement compliance regarding storage of small boats, floats and fishing gear at Mackerel Cove property;

Research grant opportunities, apply for grants and manage grants;

Attend Harbormaster training activities;

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Provide assistance to the public with lost boats and floats, removal of vessels, in understanding ordinances and regulations

Maintain department records;

Develop and manage the harbormaster budget including Town dock, and provide budgetary input on marine infrastructure, such as boat launches;

Complete monthly reports;

Complete an annual report to be included in the Town of Harpswell's Annual Report;

Work closely with Town Administrator/Select Board;

Attend Harbor and Waterfront Committee and also Fisheries Committee meetings regularly and communicate activities, problems encountered, solutions affected, and activities that have required special attention;

Attend other committee meetings in furtherance of goals of Harbor and Waterfront goals and Fisheries Committee, i.e., Town Lands;

Establishes and maintains anchorage areas and transient channels;

Patrols the harbor to ensure compliance with all boating and pollution control laws;

Assists other law enforcement agencies;

Makes harbor checks for overdue vessel and performs search and rescue operations within the capabilities of the department;

Participates in Harbor planning and coordinates approved projects;

Comply with tenets of Maine Harbormaster's creed.

Work with the Town, its Marine Resources Committee and Shellfish Conservation Wardens to develop effective strategies and approaches for addressing challenges to the marine resources industry such as the invasive green crab, ribbon worm and ocean acidification;

Serve as the Town's point of contact, in connection with the Clerk's Office, with the Department of Marine Resources on shellfish related matters, including conservation closures and openings;

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Seek proper permitting for projects being undertaken by the Marine Resources Committee;

Attend all Marine Resources Committee meeting and serve as a resource to the Committee;

Interface with Harpswell's Shellfish Wardens to ensure the most effective management of shellfish resources;

Develop partnerships with other communities and entities that have common interest in furthering our understanding of the resource and the challenges it faces, such partnerships may involve participation in a research project;

Review, monitor and assist with water sampling, clam flat assessments and shoreline surveys for the most effective management of the Town's shellfish program;

Participate in water sampling program by operating boat for the Shellfish Wardens and/or by collecting samples;

Make recommendations to the Town through its Select Board on any and all issues related to the effective management of its shellfish program.

Performs other work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or equivalent, college education desirable;
- (B) Knowledge of maritime laws, small boat nomenclature, navigation and handling; good oral and written communications skills; administrative and organizational skills, good computer skills;
- (C) Several years experience on the water with navigational skills;
- (D) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations;
- (D) Ability to communicate effectively orally and in writing;

(E)Ability to establish and maintain effective working relationships with peers and supervisors;

(F)Ability to exercise sound judgment in evaluating situations and in making decisions;

(G)Ability to follow verbal and written instructions;

(H)Ability to learn the Town's geography, Town's computer system and GPS technology.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire, a valid State Driver's License. Certificate of licensed US Coast Guard Captain desirable

TOOLS AND EQUIPMENT USED

Boat and motor, personal computer, GPS devices

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 frequently required to talk or hear. The employee is often required to sit, stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move more than 50 pounds. Correctable close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus are vision requirements.

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.

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While performing the duties of this job, the employee frequently works in outside weather conditions. This includes call-out in various types of weather for first responder incident calls, may include night maneuvers as needed—must be comfortable and competent operating a boat under these conditions. The employee occasionally works near moving mechanical parts; moving vehicles, and is occasionally exposed fumes or airborne particles.

The noise level in the work environment is usually moderate to loud in the field and water quiet in the office..

The duties listed above are intended only as illustrations of the various types 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.

The 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.