

HARBOR MASTER

GENERAL STATEMENT OF DUTIES: Oversees the overall operation of a municipal harbor, docks and marina and patrols the harbor for violations of health laws; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for all activities in and about a municipal harbor and marina. The incumbent enforces the New York State Navigation Law and the municipality's ordinances, harbor and dock laws. Supervision may be exercised over a small number of personnel engaged in the activities connected with the marina, including the construction and repair of municipally-owned boats and related equipment, floats, floating docks, gangways, etc.

EXAMPLES OF WORK: (Illustrative Only)

Patrols the harbor in a motor boat for violations of marine and health laws;

Enforces the New York State Navigation Law (speeding, safety equipment, safe operation, etc.- Peace Officer status);

Enforces municipality's harbor ordinances and dock laws, (moorings, speeding, pollution, etc.);

Administers the mooring of vessels within the harbor, including issuance of mooring permits;

Assigns boats to specific moorings on docks and rafts;

Keeps records of all boats moored in the harbor;

Purchases or recommends purchase of necessary equipment and supplies;

Provides assistance to vessels in distress or difficulty in the harbor or vicinity;

Oversees and performs the maintenance and repair of floating docks and gangways;

Oversees and performs the maintenance and repair of municipally-owned boats and associated equipment;

Installs floating docks and sets moorings for floats in the Spring and removes same in the Fall;

Administers launching ramp and sailfish racks;

Builds new floats and gangways, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of methods and procedures in the operation of a marina; thorough knowledge of navigation laws, local laws and ordinances pertaining to docks and harbors; good knowledge of the methods, tools and materials used in marine work; good knowledge of tidal characteristics and how to handle shore front activities and small boats during storms and waterfront emergencies; good knowledge of the methods of hauling and launching various types of boats and safety precautions used in the operation; some knowledge of waterfront first aid; ability to deal effectively with the general public; integrity; thoroughness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) five (5) years of work experience two (2) years of which involved the construction and/or maintenance of boats and engines or other automotive equipment, or (b) five (5) years of work experience, two (2) of which involved marine salvage and reconstruction; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: Eligibility for a valid U.S. Coast Guard license to operate boats of at least 15 tons gross in waters other than ocean or coastwise and an FCC restricted radio-telephone permit at time of application. Possession of the required license and permit at time of permanent appointment.

Village of Mamaroneck
Village of Port Chester (part-time or seasonal only)
J. C.: Non-competitive
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Job Class Code: 0275