

**TOWN OF BOWDOINHAM
JOB DESCRIPTION
HARBORMASTER**

JOB OVERVIEW

This job involves the administration and enforcement of policies, laws and regulations related to the Town of Bowdoinham Public Boat Launch and waterfront facility including the harbor, channels, and associated public lands and structures. This is a stipend position which is appointed annually.

REPORTING RELATIONSHIPS

This position reports to the Town Manager. No staff reports to this position.

JOB DUTIES AND RESPONSIBILITIES

1. Allocate and regulate mooring spaces in the harbor. Assign mooring numbers, collect any fees, maintain mooring records. Administer the annual registration of moorings. Mooring fees are to be paid at the Town Office.
2. Assist mooring applicants in defining ground tackle requirements to ensure that minimum specifications are maintained, according to location, boat size, and configuration.
3. Direct the placement of moorings, and once every two years verify its condition and position to ensure the safety of vessel, adequacy of swing room, and best use of available space. When required, recommend deficiencies to be corrected.
4. Monitor the use of the channel, harbor, public pier, boats, moorings, launching ramp.
5. Monitor the condition of the piers, docks, floats, moorings, utilities, and structures for proper and safe operation and repair. Work with the Town Manager and Public Works Foreman to plan and arrange for necessary repairs within the resources available.
6. Participate in harbor management planning and coordinate approved projects.
7. Coordinate and assist with the seasonal placement/removal of floats and moorings with the Public Works Department.
8. Perform other duties as assigned by the Town Manager.
9. Plan, coordinate, monitor and maintain the Navigational Aids and Headway Aids for Merrymeeting Bay and the Cathance River.

JOB REQUIREMENTS

1. High School or Technical School graduation.
2. Boat handling experience.
3. Ability to work independently without direct supervision.
4. Ability to administer and enforce federal and state laws, and local rules while maintaining a sincere customer service orientation.