

**TOWN OF BOWDOINHAM  
JOB DESCRIPTION**

**TITLE:** Harbor Master

**DEPARTMENT:** Harbor/Animal Control

**Work Schedule:** Part-time, Seasonal

**FLSA:** Non-Exempt

**Approved:** January 23, 2024

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This position involves the administration and enforcement of the Town of Bowdoinham's Harbor & Waterfront Rules and Regulations. The Harbor Master's primary duties are the issuing mooring permits and coordinating the Town's navigational aids.

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**REPORTS TO:**  
Town Manager

**SUPERVISES:**  
None

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**General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

**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 and work with the proper authorities to address any areas of concern.
5. Work with the Town Manager and Public Works Foreman to plan and arrange for necessary repairs to the Town's docks, floats and navigational aids.
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.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by the incumbent 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 regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and use hands to operate a standard computer keyboard.

The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those the 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites during outside weather conditions. The employee is occasionally exposed to wet and/or humid

conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

**Desired Minimum Requirements:**

1. High School or Technical School graduation.
2. Boat handling experience.
3. Knowledge of channels and navigational aids.
4. Must have considerable knowledge of and ability to interpret federal, state and/or local ordinances and laws regulating harbor management.
5. Must have the applicable state certifications or the ability to acquire the necessary licenses and certifications within 1 year of entering into a contract with the town.
6. Ability to work independently without direct supervision.
7. Ability to administer and enforce local rules while maintaining a sincere customer service orientation.