

## **ASSISTANT HARBORMASTER/DEPUTY SHELLFISH CONSTABLE**

### **Position Purpose:**

The purpose of this position is to assist the Harbormaster/Shellfish Constable in the management of the Town's harbor, piers, landings, waterways, ways to water, floats, docks, marinas, and shoreline, and in the enforcement of applicable federal, state and local laws, bylaws, and regulations. Incumbent performs a variety of administrative, law enforcement, and rescue duties. Serves as the Harbormaster/Shellfish Constable in his/her absence. Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Exercises initiative and independent judgment in managing the Town's waterways, in enforcing bylaws and other regulations, and in responding to emergencies. Incumbent is required to exercise judgment in the analysis of facts and circumstances surrounding problems in order to determine the appropriate course of action, especially in emergency situations.

*Supervision Received:* Works under the general direction of the Harbormaster/Shellfish Constable, and in accordance with the applicable provisions of the Massachusetts General Laws and local bylaws and regulations. Incumbent generally establishes own work plan and priorities in accordance with established policies and standards; only unusual cases are referred to supervisor.

*Supervision Given:* Oversees the operations of the department in the absence of his/her supervisor.

### **Job Environment:**

The office of the Harbormaster/Shellfish Constable is located at Pamet Harbor. This position splits its duties between an office-based job, and outdoor work in varying weather and other conditions with exposure to some occupational risks, requiring local travel. Seasonal office is located at an alternative location. Position is on call for emergencies. Will be required to work outside of normal business hours to accommodate seasonal fluctuations; weekend work required; will be required to attend night meetings as needed.

The position requires the operation of: various hand and power tools, electronic navigational equipment, radar, G.P.S., compass, depth sounder, sanders, grinders, drills and radios; heavy equipment for maintenance and repair of vessels, equipment and apparatus; and standard office equipment including computers.

Interacts occasionally with other town departments and businesses in order to obtain parts. Communicates in person, by telephone and via standard correspondence. Contacts generally involve an information exchange dialogue.

Errors could result in personal injury, loss of life and property damage, could have legal and financial repercussions, and/or cause adverse public relations.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

Assists the Harbormaster/Shellfish Constable with the tasks and mandates of the Pamet Harbor, its adjacent parking lot, other waterways facilities, and Town shellfish populations, and overall management of the Harbor/Shellfish Department.

Assists in the preparation and administration of the department's budgets, reports and functions. Performs office assistance as required such as, managing database of lists, developing correspondence, and handling radio communications.

Assists in the development, implementation and monitoring of department policies, programs and procedures.

Patrols the harbors, waterways, shoreline and Truro Beach to enforce a variety of federal, state and local statutes, codes, ordinances & rules and regulations pertaining to marine and recreational (off road) vehicle use, marine fishery & wildlife, traffic/access controls and public safety.

Conducts investigations, makes arrests and prosecutes violators within the authority vested in the position.

Maintains ongoing relationships and assists the Harbormaster/Shellfish Constable in the coordination of the department's activities with other municipal departments, Town boards and committees, neighboring harbormasters, federal, state and county agencies, and public and private organizations including the general public.

Assists the public; answer questions, furnishing information. Handles the difficult customer service requests.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High school education; Bachelor's degree in marine life, environmental sciences, land management, criminal justice or related field or extensive specialized education and/or

training in marine-related matters preferred; and three years of experience in harbor management and/or shellfish propagation/cultivation including supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

State Certified Harbormaster; required to participate in annual in-service training and/or successful completion of the shellfish wardens training course at the Massachusetts Maritime Academy preferred. CPR and First Responder Certification.

Valid Massachusetts Driver's License, and satisfactory driving record, required. Note: new hires shall have six months to secure such certifications.

Knowledge, Ability and Skill:

*Knowledge:* Comprehensive knowledge of current principles, practices, statutes, codes and ordinances pertaining to harbor management, shellfish propagation/cultivation, and beach management. Thorough knowledge of waterway operations, boat handling, and rescue techniques. Thorough knowledge of applicable Massachusetts General Laws, town bylaws, and regulations relating to the marine environment. Thorough knowledge of town waters, tidal conditions and currents. General knowledge of boat maintenance and repair. Knowledge of harbor planning principles.

*Ability:* Ability to deal effectively and diplomatically with government agencies, other town employees and the general public, often in highly stressful situations. Ability to enforce rules and regulations firmly and impartially. Ability to operate vessels in severe weather conditions. Ability to efficiently plan and supervise the work of subordinates. Ability to deal effectively and cordially with all persons using the marina.

*Skill:* Skill in operating the above mentioned equipment. Administrative and supervisory skill. Basic computer skills for utilizing word processing, databases, and spreadsheets.

Physical Requirements:

*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 remain in a stationary position and frequently required to move between boats, ramps, docks, parking areas, and beach area. Frequently required to operate hand and power tools, office equipment, radios and motorized and non-motorized boats. The person in this position frequently communicates with officials, employees and the public. Must be able to exchange accurate information in these situations. . Regularly positions self to maintain equipment and facility, including areas low to the group or reachable by ladder or to get into a boat from the water and get into the water from a boat. Ability to detect odors alerting patrons and staff to dangerous conditions. Must be able to detect dangerous weather conditions, review shellfish size, color, etc. from near and far distances. Frequently moves equipment weighing 25 pounds; occasionally moves equipment up to 100 pounds. Ability to perform search and rescue duties by land and sea. Ability to

operate all terrain vehicles independently. Ability to perform CPR and duties of a Certified First Responder.

*(This 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.)*