

ASSISTANT HARBOR MASTER

GENERAL STATEMENT OF DUTIES: Assists in the operation of a municipal marina and the maintenance of its equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Harbor Master, this position is responsible for assisting in the operation of a municipal marina and harbor. Incumbent assists in the maintenance and upkeep of dock facilities and equipment, including the construction and repair of municipally owned boats, floats, floating docks, gangways, etc. Incumbent acts as Harbor Master in the absence of the Harbor Master. Supervision may be exercised over a small number of regular maintenance or seasonal personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance and upkeep of floating docks and gangways;

Performs skilled operations in making repairs to municipally owned boats and related equipment;

Sets moorings for floats in the Spring and removes same in the Fall;

Installs floating docks in the Spring and removes same in the Fall;

Sets out speed and regulatory signs in the harbor;

Reports storm damage to municipally owned harbor installations to appropriate personnel and takes action to prevent future damage;

Builds new floats and gangways, as needed;

In absence of Harbor Master, assumes such functions as: enforcement of N.Y.S. Navigation Law and municipal ordinances and dock laws; regulation of the mooring of vessels in the harbor and maintenance of records thereof; purchase and supply of materials and equipment, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods and procedures in the operation and maintenance of a marina and its associated equipment; good knowledge of the methods, tools and materials used in marina work; good knowledge of navigation laws and local ordinances pertaining to docks and harbors; good knowledge of tidal characteristics; some knowledge of waterfront first aid; demonstrated ability to make difficult repairs to boats, engines, and other mechanical equipment; 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: Either: (a) high school or possession of a high school equivalency diploma graduation and three years of experience involving the construction and/or maintenance of boats, engines or other automotive equipment, including or supplemented by one year of supervisory experience; or (b) seven years of experience as specified above, including the one year in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.