

City of Coffman Cove

Job Title:	Harbormaster	Job Category:	Harbor
Department/Group:	Harbor	Job Code/ Req#:	H-11-HM
Location:	City Harbor	Travel Required:	No
Compensation:	See Description Below	Position Type:	Regular Part Time - Seasonal
Supervisor:	Mayor	Date posted:	04 15 2024
Will Train Applicant(s):	Yes	Posting Expires:	When Filled or Season Ends

Job Description

Job Purpose

The harbormaster shall manage the city harbor facilities in accordance with state and federal regulations and in accordance with Coffman Cove Title X and policies or regulations adopted by the city council.

Position Summary

Harbormaster positions are seasonal beginning on May 1st and ending on September 30th unless extended by the city council.

Harbormaster positions are filled in accordance with the City of Coffman Cove Employee Handbook and applicable city council resolution.

Up to two harbormasters may be hired in a job-sharing arrangement to be determined on a case-by-case basis.

The combined harbormaster positions will normally work no more than 3 hours per day but are subject to extended hours when required.

Compensation

Total compensation for the combined harbormaster positions will not exceed \$800 per month plus 50% of eligible collected transient moorage fees during the period between May 1st and September 30th. Total compensation for the combined harbormaster positions will not exceed \$300 per month plus 50% of eligible collected transient moorage fees at other times.

Eligible transient moorage fees are defined as those collected by a harbormaster as a result of a radio or other callout requiring direct harbormaster intervention.

Job Duties

The harbormaster shall patrol the harbor facilities at least once before 8 AM and at least once after 8 PM to ensure compliance with harbor regulations. The harbormaster shall keep a log detailing actions taken and conditions found during these inspections.

The harbormaster shall monitor the condition of all harbor facilities and take the proper actions needed to remedy or have remedied by others any problems or other issues encountered.

The harbormaster shall manage usage of the harbor facilities to ensure the most efficient and effective use of all harbor facilities. Harbor facilities are defined as the docks, rampways, causeways, harbor shack and harbor lavatory building and other physical facilities excluding the parking areas.

The harbormaster shall prepare a monthly harbormaster report on harbor operations that is due to the city clerk no later than one week prior to the monthly regular city council meetings.

The harbormaster shall maintain the harbor board in city hall.

The harbormaster shall perform other duties as directed.

Qualifications

The harbormaster must be physically capable of performing required duties.

The harbormaster must be capable of understanding the applicable federal, state and local laws and regulations pertinent to harbor operations and must be able to apply and enforce the same in a professional manner.