

**CITY OF NEWPORT  
PARKS & RECREATION DEPARTMENT**

**Job Title:** Harbor Master

**Nature of Work:** The job entails duties associated with administrative, supervisory and maintenance work in operation of the Newport City Dock. The position requires enforcement duties for the implementation of Ordinance #114 pertaining to Mooring Management of Public Waters of Lake Memphremagog within city limits. The Harbormaster is expected to be on site a minimum of 35 hours a week from May-October, including some evening and weekend hours. From November-April, the position requires 6-8 hours weekly to maintain registration and administrative processes.

**Distinguishing Characteristics:** Recommended by the Harbor Commission, appointed by the Newport City Council, works under supervision of the Parks & Recreation Director.

**Essential Job Functions:**

- Performs daily maintenance, grounds and custodial work for the Newport City Dock, Harbor Building, Gateway Center and surrounding areas.
- Oversee daily checks of dock area to ensure equipment safety, facility cleanliness and to ensure that all areas are kept free of hazards and debris.
- Be alert to equipment and facility conditions and report any maintenance or repair needs to the Parks & Recreation Director promptly.
- Maintain inventory of supplies/equipment and anticipate future needs.
- Represent a positive image, provide customer service and assistance as needed for boaters, visitors and community members using the dock.
- Inform the public of city rules and regulations and enforce or report violations to the authorities when necessary.
- Monitor daily use of all zones and fairways included in Ordinance #114 and correct any conflicts that may arise.
- Work collaboratively with city employees and other Parks & Recreation staff to ensure smooth operation of the dock and surrounding facilities.
- Assist with the hiring, training and scheduling of seasonal dock staff.
- Supervise staff and maintain clear and positive communication including performance feedback and guidance.
- Ensure all staff know and follow dock procedures and safety expectations.
- Oversee daily financial transactions and maintain accurate records for overnight slip rentals, gas sales, map, ice and miscellaneous items.
- Track facility expenses and equipment purchases for purposes of budgeting.
- Oversee routine data collection, underground storage tank inspections and basic water testing procedures.
- Administer aquatic invasive species programs including the supervision of the Vermont Access Greeter station and staff.
- Administer application processes for mooring certificates and seasonal slips including tracking, invoicing, collecting and accurately recording payment information.
- Serve as the primary contact person for slip and mooring holders and provide frequent communication, feedback and information as needed.
- Annually maintain an updated map of mooring assignments and seasonal slips, and make it available for the public at the Newport City Dock Office and City Clerk's office.
- Inspect all mooring tackle prior to installment.
- Periodically and after violent weather, inspect vessels and tackle for wear-and-tear, fatigue or other conditions that may be detrimental to public safety, document violations and take action necessary to secure the problem and notify the owner.
- Develop long and short term goals for mooring zones and docking facilities.
- Assist in grant writing and implementation as needed.
- Provide recommendations and concerns to Parks & Recreation Director regarding dock procedures and staff performance.
- Attend Harbor Commission meetings as needed.
- Perform any other duties as assigned.

**Equipment Utilization:**

Harbor staff may be asked to use power tools, lawn equipment, fire protection equipment, motorized and non-motorized watercrafts and City vehicles.

**Minimum Qualifications:**

Must be at least 18 years of age.

High School diploma and at least 2 years related experience.

Must have training or related supervisory experience.

Must be, or able to become certified in CPR, First Aid & AED.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Must be certified or eligible to operate a motor boat.

Some knowledge of docks, boating or marinas.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, orally and in writing.
- Ability to operate a computer including knowledge of Microsoft Office products, Google Docs and email.
- Ability to deal effectively and diplomatically with the general public.
- Ability to understand City policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties without constant and direct supervision.
- Physical ability including endurance for prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting with limited or equipment and facilities, and daily exposure to weather extremes including sun, heat, and animals such as spiders, snakes, aquatic species etc.