

CENTRAL JERSEY PUBLIC MARINA  
SEEKING PART-TIME / FULL TIME HARBOR MASTER

**JOB DESCRIPTION SUMMARY**

This is a per diem, seasonal position, monitoring and supervising the municipal harbor of the Borough of Carteret, New Jersey. The position requires an individual with skills in several different areas including, but not limited to, boating, knowledge of enforcement regulations, office management, record keeping and inter agency coordination and staff supervision. Basic mechanical, electrical and carpentry may also be required in order to maintain the facilities overseen by the department. As a department head, the Harbormaster may oversee other employees included with waterfront operations and planning. The person in this position must exercise a high degree of independence in carrying out the functions of the Carteret Port Authority as described below, referring to the Carteret Port Authority when clarification of harbor guidelines or procedures is required. Good communication skills are necessary in dealing with the public and also with superiors and subordinates. Salary is negotiable for this position, and is considered to be a part time position.

**Qualifications:**

Education:

Possesses a Bachelor's degree and/or equivalent work equivalent work experience that included marina or other related management experience and demonstrated capability in coordinating, supervising and administering the typical range of marina services.

Types of Certifications, Licenses, and Training that (may be required to possess or to obtain upon employment)

- \* Boating Safety Certificate or equivalent
- \* Carteret Marina Boater Safety Training Course
- \* CPR/AED life-saving certification
- \* Valid New Jersey Motor vehicle license
- \* Basic Fire Safety
- \* Environmental Safety
- \* Captain's License
- \*

Physical Ability:

Able to perform moderately demanding physical work involving climbing, kneeling, bending, crawling balancing or some combination of these abilities. S/he must be able to lift, carry, push and/or pull heavy objects (20-50 lbs.). S/he must have adequate sight and hearing for the functions involved, with correction if necessary. S/he must be able to tolerate weather extremes when necessary to carry out the duties of the position. Must be able to pass standard pre-employment physical and psychological testing.

**Functions:**

Enforce Harbor Regulations:

Oversees the Borough's Waterfront Park and marina operations which may include patrolling the harbor cove, channel and tributaries and enforce all relevant federal and state laws and regulations as well as Borough ordinances.

Respond to Emergency Situations:

Is available on call. Provides emergency response when called upon by the Coast Guard, Fire and Civil Defense. Assists vessels in emergency situations.

Interact with Public:

Maintains good public relations. Responds to inquiries and complaints from boaters, fishermen and the general public in a timely and diplomatic manner. Maintains a noticeable presence in the harbor in order to educate and assist the public, answer questions and concerns and protect the boating public and vessels from unlawful activity. Telephone and/or VHF radio communication must be continuously available to the Harbormaster or the Department office. The public must have access to the Harbormaster or the Assistant Harbormaster during all business/office hours. These communication tools must be monitored and response must be timely.

Perform other Duties:

Performs other similar work related functions as required or as circumstances dictate and all other duties as assigned.

**Administration:**

Annual Review:

Attends annual job performance review conducted by the Mayor and Borough Council.

Log Recording:

Maintains logs for all ships and vessels using the marina and logs for all slip holder safety training.

Slips:

Administers slip applications and waiting list (as detailed in Municipal Harbor Standard Operating Procedures). May manage the collection of fees for slips. Maintains records of fees collected, applications received and slip waiting lists and has them available at all times for the Carteret Port Authority, Borough Council and Mayor.

Pump-out Facilities:

Ensures that pump-out and fuel dock amenities are maintained and staffed during normal business hours.

Operating Budgets:

Prepares and administers department's operating and personnel budgets, purchases equipment and supplies as needed, and prepares reports on these activities.

Website:

Ensures the Harbormaster's page on the Borough website is current and updated, as necessary.

Facilities Maintenance:

Plans and implements maintenance, repair, renovation and/or upgrade of all harbor facilities. This includes docks, piers, ramps, moorings, as well as vehicles, fuel and pump-out facilities, watercraft, buildings, and other related structures under the responsibility of the Harbormaster.

Department Liaison:

Attends all regularly scheduled meetings of the Carteret Port Authority. Attends other relevant board/commission meetings as requested by the Borough Council and/or Mayor and presents oral and/or written reports at any of these meetings when requested.

**Availability:**

It is expected that performing the functions of this position will not always fit into a regular 40-hour schedule and that work schedules will vary between the high boating season (April-October) and the rest of the year. The Harbormaster must be readily available for urgent situations in off-hours, i.e. on call at all times. It is also reasonable to expect that the Harbormaster may be out of range at times, but those times must be explicitly covered by a capable substitute (e.g. an Assistant Harbormaster). Vacation time may not be used during the months of June, July, August and September and is discouraged during the months of April, May and October. It is expected that the winter months will be mainly occupied with office and record maintenance and upgrades as well as employee training and recertification. Facility repairs are to be completed during the winter months so that all docks, ramps and piers are usable and in good repair by March 15.

This job description does not constitute an employment contract between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Submit resume to: townclerk10@yahoo.com