

Town of Truro

Job Description

Assistant Harbor Master

Title: Pamet Harbor - Assistant Harbor Master
Classification Code: Grade 8
Reports to: Harbor Master and Town Administrator

Salary Basis (Hourly):

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY15	\$18.44	\$19.06	\$19.68	\$20.27	\$20.90	\$21.53
FY16	\$18.81	\$19.44	\$20.07	\$20.68	\$21.32	\$21.96

Weekly Hours:

The Assistant Harbor Master works part time (less than 40 hours per week) from approx. May 24 – Sept. 15, under the direction of the Harbor Master. Person should be available Sunday through Saturday. Work schedule may include evening and weekend hours on an as-needed basis. Scheduling required and must be agreed upon between employee and Harbor Master.

Job Environment:

Work is performed outdoors with exposure to variable weather conditions. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and willing to lend assistance where needed.

Specific Duties:

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.

1. Enforce all applicable federal, state and local laws, rules, regulations and policies, including, but not limited to: G.L.c. 90B; G.L.c. 91; G.L.c. 102, §17 through §28; Town of Truro Bylaws.
2. Help make ready equipment used by the Town at the harbor prior to the beginning of the season.
3. Ensure the safe and orderly operation of boat ramps and mooring systems, the wharf, the aids to navigation and the parking lot.
4. Maintaining accurate records of all collections, activities and incidents at the harbor.
5. Must perform other job-related work as required.

Desired Qualifications:

1. High School Diploma.
2. CPR and Basic First Aid .
3. Basic boating knowledge.
4. Ability to communicate clearly both orally and in writing in the English Language.
5. Ability to work effectively with the general public.
6. Physically capable to lift, move, and/or push objects which weigh sixty (60) pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time. Frequently required to work outside during inclement weather conditions.

(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.)