

HARBORMASTER

Department: Public Safety
Classification: Competitive
Specification Number: 4300
Approved: 12/22/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate's Degree in Criminal Justice, Marine Transportation, or a related field; or,
- b) Graduation from a standard senior high school and two (2) years of experience in law enforcement, commercial vessel operations, or having served in the US Navy or Coast Guard in a rating that operates vessels or conducts marine law enforcement duties; or;
- c) An equivalent combination of education and experience as defined by the limits of a) and b).

NOTE: Possession of a current United States Coast Guard Master's license, for which at least 360 days of service were needed to qualify for examination, will substitute for two years of the above experience.

Commercial vessel operation experience is defined as experience as a ferry operator (Coast Guard licensed), tow boat /barge operations or crew member, merchant marine, or in tanker operations.

NECESSARY SPECIAL REQUIREMENTS

- 1) There will be a qualifying psychological evaluation.*
- 2) Candidates must be at least twenty-one (21) years of age at the time of appointment.
- 3) Candidates will be required, after appointment, to obtain a Peace Officer Training certificate recognized by the New York State Municipal Police Training Council. Those positions authorized by law under Section 2.10 of CPL to carry a firearm must also complete the Initial Firearms and Deadly Physical Force Course within 6 months of their appointment.
- 4) At the time of appointment, and during employment in this title employees must possess a valid license to operate a motor vehicle in New York State.

*At the discretion of the Appointing Authority, for appointees with other than competitive status, qualifying evaluations may be waived for candidates with current or prior status in a peace or police officer title who are in possession of current New York State MPTC certification as a peace or police officer within the following guidelines:

a.) Pursuant to Section 2.30 6) of Criminal Procedure Law:

Separated for less than 2 years after having served for less than 2 consecutive years as a peace officer in NYS, or; Separated for less than 4 years after having served as a peace officer in NYS for more than 2 consecutive years.

b.) Pursuant to Section 209-q 1) b) of General Municipal Law

Separated for less than 2 years after having served for less than 2 consecutive years as a police officer in NYS, or; Separated for less than 4 years after having served as a police officer in NYS for more than 2 consecutive years, or; Up to 10 years after separation with an approved police officer refresher course.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title is responsible for operating a patrol boat or other vehicles to monitor town waterways to enforce federal, state and local ordinances governing navigation laws, local waterway codes, gamefish and shellfish conservation, fishing, hunting and clamming. Duties include preventing the removal of clams, oysters and other shellfish from seedbeds or polluted areas, assigning docking and mooring spaces, and enforcing navigation laws regulating the proper use and speed of craft in local waters. The incumbent receives supervision from higher level department employees and is expected to use good judgment, firmness and tact in carrying out assignments. Work is reviewed through regular inspections, conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Enforces federal, state, and local marine ordinances; Maintains orderly and safe boating conditions;

Investigates reports of boating accidents, drownings, waterway activities, hazards to navigation, such as sunken or derelict craft, logs or debris, and renders assistance;

Operates all types of marine vessels, works closely with the U.S. Coast Guard in matters of search and rescue and Maritime Domain Awareness, as well as marine fire-fighting operations with local flare departments;

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Checks harbor and waterways conditions following storms or hurricanes and submits reports on shoaling or water erosion and other physical damage;

Inspects seeding beds and polluted areas for illegal fishing and clamming; checks permits of fishermen and clammers; issues warnings and summonses to violators; makes summary arrests when required;

Administers the town waterways programs, including marine infrastructure, maintains PATON (marine aid to navigation) in accordance with established federal and state guidelines, boating safety, and aquaculture;

Participates in the training for use of, operation, and maintenance of the agency's vessels and related equipment in compliance with all Public Employee Safety & Health (PESH)/OSHA standards;

Maintains records and prepares reports of harbor activities;

Surveys and records the number, size and types of boats using harbor facilities;

Lays out and installs various types of buoys, markers, poles, speed floats, and other navigation aids in town harbors and channels in accordance with federal and state guidelines;

May supervise the maintenance of markers, buoys, floats, etc., and submits requisitions for the purchase of harbor equipment;

Assigns mooring space to powerboats and sailboats.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the operational and maintenance requirements of harbor facilities and equipment; thorough knowledge of marine law enforcement and vessel operations; good knowledge of federal, state and local laws governing hunting, fishing, clamming and boating in local waters; good knowledge of the geography of local waterways and water systems; good knowledge of nautical calculations and terminology; ability to establish and maintain effective working relationships with town officials, boat operators, shipyard owners, and the public, and all other port partners at various levels of government; ability to enforce local marine ordinances with tact and firmness; ability to keep records and to prepare written reports; physical condition commensurate with the demands of the position.