

## New Bedford Harbormaster Position Description

### **A. Function**

Under the direction of Executive Director of the Harbor Development Commission (HDC) and in coordination with the Director of Administration and Finance, the Harbormaster shall be responsible for HDC port operations including enforcement of boating safety, port safety and environmental laws; maintenance of port vehicles, vessels and facilities; all moorings in New Bedford waters and the supervision of Assistant Harbormasters and assigned support personnel.

### **B. Duties and Responsibilities**

1. Conduct law enforcement activities and supervises Assistant Harbormasters conducting law enforcement activities in coordination with the New Bedford Police Department Port Security Unit, the Massachusetts Environmental Police and the United States Coast Guard.
2. Enforce laws and ordinances with tact and firmness. Maintain physical conditioning commensurate with demands of a law enforcement position.
3. Respond with state and local public safety organizations to oil and chemical spills in accordance with qualifications and protocols.
4. Serve as a first responder to calls for rescue or assistance from vessels, swimmers, divers or other persons in distress.
5. Complete the Initial Training Program for Massachusetts Harbormasters prior to or following appointment as required pursuant to Chapter 422 of the Acts of 2008. See <http://www.mass.gov/eopss/agencies/hmtc/>
6. Completion of Massachusetts In-Service Training requirements following appointment.
7. Upgrade existing certifications and obtains additional training, licensing and certification as required.
8. Serve as a member of a Unified Command under the Incident Command System.
9. Manage mooring fields. Coordinate with Director of Administration and Finance regarding the issuance of permits and fee collection.
10. Manage the berthing, movement and anchoring of vessels.
11. Patrol the harbor, provide assistance to boaters and commercial vessel operators, conduct investigations and enforce boating safety and environmental laws.
12. Respond to casualties onboard vessels and on HDC properties and piers and wharves.
13. Exhibit proficiency in navigation including dead reckoning, compass, radar and GPS operation.
14. Develop and maintain a qualification and training program for the use of HDC vessels.

15. Operate and maintain motor vehicles and vessels belonging to the HDC.
16. Supervise HDC staff and conduct employee evaluations.
17. Work in concert with HDC staff to manage HDC functions including, but not limited to:
  - Business functions of the HDC
  - Pope's Island Marina
  - Recreational Vessel Activity
  - On water and waterfront events
  - Maintenance of HDC properties, vehicles, facilities and equipment.
  - Assist in Economic Development Activity
  - Attend HDC Commission Meetings
  - Waterfront Security
18. Manage daily HDC operations and maintain capital infrastructure and operating equipment at HDC facilities including Pier 3, the municipal fishing piers, Pope's Island, leased properties, parking lots, the ferry terminal and the Whale's Tooth parking lot.
19. Assist the Director of Administration and Finance in developing and managing annual budget.
20. Represent and speak for the HDC before elected officials, public agencies, harbor user groups, media and community organizations.
21. Establish and maintain effective working relationships with elected officials, Commission members, government officials, regulatory agencies, vendors, contractors, lessees, business representatives and the public.
22. Perform any and all similar or related work as required, directed or as situation dictates.

Work is subject to unforeseen situations and emergencies. Salaried employee is required to frequently work outside of normal business hours and may be contacted at any time to respond to emergency or operational situations. Employee uses judgment and ingenuity to accomplish objectives and to deal with new or unusual requirements. Employee has frequent contact with the public, government employees and the media. The duties listed above are intended 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.

### **C. Knowledge and Experience (preferred)**

1. Leadership
2. Maritime laws and rules and regulations pertaining to the operation of vessels and ports
3. Administration of licensing or permit programs
5. Law enforcement or military operations
6. Facilities and engineering management
7. Oral and written communications
8. Local Operating Experience

## **D. Experience and Education**

Any combination of at least four years of increasingly responsible experience in a management or leadership capacity involving the operation of agencies, vessels, harbors or facilities involving a diversity of disciplines (e.g., general administration, financial management, project management, safety, security, law enforcement, engineering, intergovernmental affairs and public relations.) A High School Degree or GED required. A Bachelor's degree in Business Administration, Engineering, Law Enforcement, Public Administration or other relevant field from an accredited college or university is preferred.

Prior to appointment, the successful candidate may be required to complete the Initial Training Program requirements set forth in Massachusetts law for Harbormasters. Following appointment, the Harbormaster shall be required to complete In-Service Training.

### Licenses, Training and Certifications

1. MA Driver's License – required
2. MA Commercial Driver's License – preferred
3. MA Harbormaster Certification - preferred
4. Massachusetts Police Academy certification - preferred
5. Coast Guard License –preferred
6. Hazardous Waste Operations and Emergency Response certification - preferred
7. Emergency Medical Training and CPR training - preferred
8. Unified Command training - preferred
9. Military qualifications, certifications and training - preferred
10. Law enforcement qualifications, certifications and training - preferred
11. Proficiency in Word and Outlook - required
12. Proficiency in Excel and other software –preferred

## **E. Physical Requirements**

Though less than one third of employee's time is expected to be on the water, employee will be exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical parts, toxic chemicals and other dangerous conditions. Frequent and strenuous physical effort is required.

1. Extended periods underway or on shore supervising, inspecting and conducting port safety, port security and law enforcement operations in New Bedford Harbor and Buzzards Bay including activities in extremely adverse weather conditions.
2. Extended periods at computer terminal, telephone, operating office machines requiring eye-hand coordination and finger dexterity.
3. Travel to other ports and places.

4. Operation of vessels for extended periods in adverse weather.
5. Physical maintenance of facilities, vessels and vehicles.
6. May be required to lift, move and/or push objects which weigh sixty pounds or more as well as climb, stoop, crawl and kneel for extended periods of time.

The physical demands described above are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**F. Salary:**

\$60,000 to \$75,000 depending on experience and qualifications.

**G. Residency:**

Massachusetts General Laws require the harbormaster to be a resident or registered voter of the City of New Bedford unless a residency waiver is granted pursuant to City residency ordinances. Chapter 109, 2014; H. 3896.

## **Harbormaster Search**

The selected candidate will be an employee of the HDC, and will be responsible for running its day to day operations within the Port and short term and long term maintenance of port vehicles, vessels and facilities.

As an employee of the HDC, the Harbormaster is subject to the guidelines for employees which can be found at <http://www.portofnewbedford.org> Given the nature and range of relationships that the Harbormaster must establish and maintain, a collaborative and relationship-based leadership style is necessary to succeed, considering much of what needs to be accomplished must be done through influence, not authority.

The Harbormaster must be able to manage people and processes, must be a champion, guardian, and regulator of the port all at the same time, and must possess the organizational skills to engage the community in supporting the missions of the Port. The HDC needs a Harbormaster who will bring stability, longevity, and commitment to the job, who recognizes that success requires supporting and encouraging the leadership of others, and who has the flexibility and stamina to weather both planned and unexpected challenges. In particular, the HDC seeks a Harbormaster who can negotiate, navigate, communicate, and work with wide range of people; is comfortable and adept at operating under the scrutiny of the media and in effectively communicating with the public; can make recommendations and decisions on a wide variety of topics, and has an ability to manage and build a strong and diverse team and to lead from within; is able to admit mistakes, acknowledge the obstacles, and engage people in the solutions; is comfortable in a public environment; and is adept at articulating the HDC's mission and goals among corporate, educational, and government leaders.

## **Instructions for Applicants**

Applicants should send a completed Application for Employment available at the HDC offices or at [www.portofnewbedford.org](http://www.portofnewbedford.org) and a cover letter and a resume to:

New Bedford Harbor Development Commission  
Director of Administration and Finance  
52 Fisherman's Wharf  
New Bedford, MA 02740

The cover letter or resume should reflect the applicant's qualifications as set forth in the Position Description. Interviews, reference checks, and job related tests may be required. Writing samples reflecting the applicant's qualifications and experience are encouraged. Salary will be commensurate with education and experience. The review of applications and resumes will commence on March 1, 2014. The position will remain open until filled. A CORI (Criminal Offender Record Investigation) review will be conducted prior to selection. The HDC is an Equal Opportunity/Affirmative Action Employer.

**HDC Mission Statement**

The Harbor Development Commission's primary charge is to support the Port of New Bedford through the implementation of best management practices over port resources and the development of economic growth strategies. To this end, it is the goal of the Harbor Development Commission to keep New Bedford on top as the #1 U.S. fishing port, expand existing businesses and capitalize on new opportunities that will maximize the port's potential as an economic engine to create jobs and strengthen the New Bedford economy. More information about the HDC is available at <http://www.portofnewbedford.org>.

**Overview of the Harbor Development Commission**

The HDC manages all City-owned waterfront property in New Bedford harbor, including Homer's, Leonard's, Steamship, Coal Pocket, and Fisherman's Wharves, as well as a 198-slip recreational marina at Pope's Island and 19 real estate assets. The HDC also assigns moorings and enforces rules regarding use of piers, wharves, and adjacent parking areas under its jurisdiction, and issues permits for harbor events and for use of city-owned waterfront facilities.

The HDC represents a wide array of harbor interests, and one of its primary roles is to support economic development along the waterfront. For over 40 years, the HDC has overseen private development on the waterfront and has actively developed locations for marine industrial use, including North Terminal, South Terminal, and the New Bedford Ferry Terminal at State Pier. The HDC assesses user charges and fees for vessels and businesses that use its facilities. The HDC also leases properties, usually involving long-term arrangements. These revenues are used to operate and maintain the City's waterfront property. The HDC receives no money from the general fund to support its operations.