

POSITION DESCRIPTION

TITLE: MARINE SUPERINTENDENT

COMPENSATION: SALARY

1. Function. Responsibilities as Marine Superintendent include management of daily operations and maintenance and repairs for HDC buildings (interior and exterior and associated lighting, hvac, signage and electrical equipment), City-owned piers and wharves, Whales Tooth Parking Lot, Pope's Island Marina, boat ramps, HDC vessels, HDC vehicles and portions of the State Pier under HDC control.
2. Supervisory Responsibility. Supervise personnel in operations, maintenance, security, trash shed, harbor attendants, and bus drivers. Provide learning experiences for interns working at the HDC.
3. Specific Duties.
 - a. Manage daily operations and HDC involvement in special events, regattas, etc. on HDC piers and wharves, at the Ferry Terminal, and in the waters of New Bedford.
 - b. Attend meetings as required to support HDC operations.
 - c. Maintain relationships with City personnel to maximize their contribution to HDC maintenance, repair and operational activities.
 - d. Develop and execute maintenance plan for HDC structures, parking lots, boat ramps, vehicles (including busses) boats, boat trailers, and piers and wharves.
 - e. Assist in the enforcement of HDC Rules and Regulations.
 - f. Oversee mooring program, enforce Mooring Rules and Regulations, recommend changes as appropriate.
 - g. Enforce HDC parking policy on piers and wharves.
 - h. Work with Director of Administration and Finance to track and collect commercial fishing vessel dockage, user fees, and mooring fees. Conduct daily counts of transient vessels and submit supporting information.
 - i. Supervise collection of fees from HDC boat ramps.
 - j. Respond to port emergencies 24/7 unless on vacation. Participate with fire and police and other agencies as member of Unified Command.
 - k. Direct and participate in HDC snow removal operations in coordination with the City of New Bedford.
 - l. Pump out, or assist in pumping out, vessels that are in danger of sinking.
 - m. Ensure vessels are properly moored in advance of storm events.
 - n. Address conflicts between fishing vessels regarding berth locations.
 - o. Provide engineering support for HDC grants and construction projects.
 - p. Manage trash collection for HDC properties, piers and wharves including supervision of trash collection shed and operator in accordance with state and federal law.
 - q. Monitor VHF radio and answer calls for New Bedford Harbormaster
 - r. Aid vessels in distress.

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- s. Interact with recreational and commercial boaters as liaison for the City.
- t. Prepare and maintain various records or reports concerning landside and waterways activities; coordinate and implement harbor and waterways cleanup / debris control; document waterway issues and incidents.
- u. Proficiency in Microsoft Word and e-mail.
- v. Perform additional tasks as assigned by Executive Director, Deputy Port Director and Director of Administration and Finance.

4. Knowledge & Experience

- a. MA Driver's License – required
- b. Proficiency in Word and Outlook – required
- c. Proficiency in Excel – preferred
- d. Proficiency in boat handling – preferred

5. Physical Requirements

- a. Frequent and strenuous physical effort is required.
- b. Exposure to outdoor weather conditions, both heat and cold, required.
- c. 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.
- d. Physical maintenance of facilities, vessels and vehicles.

6. Instructions for Applicants

Applicants should send a completed Application for Employment available at the HDC offices or at 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. 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.