



PROVINCETOWN PUBLIC PIER CORPORATION

MACMILLAN PIER

Seasonal Assistant Harbormaster Job Description

Supervision

Works under the supervision of the Harbormaster and the Deputy Harbormaster to facilitate and support the organizational goals and responsibilities of the Pier Corp Board of Directors. The Assistant Harbormasters (AHM) will possess the skills to perform the duties listed below. The AHM will then actively promote the harbormasters' traditional stewardship of the harbor and the economic development and revitalization of Provincetown public pier and marine interests.

Overview

The position of assistant Harbormaster (AHM) Assists the HM and Deputy HM with HM duties, Pier Patrol, and emergency response, to also include, assisting in pedestrian and vehicle traffic during peak times during first and second shifts. This seasonal work is primarily performed outdoors in most weather conditions. Routine patrols are on foot and by boat, service calls and some projects will be performed as a sole operator. AHM's will maintain radio contact and report through the office dispatch. Back up assistance will be available as needed.

AHM's are a crucial team for emergency responses, foul weather conditions, heavy visitor loads and many other pier events and projects. Moderate physical labor and basic mechanical skills are required at times, as well as possible specialized skills in rescue diving, firefighting, towing, law enforcement and emergency management.

Basic office skills are required for administrative duties. These include: log keeping, basic computer tasks, attendance at weekly staff meetings and some board meetings, and mandatory participation in certification and training programs, as well as any continuing education requirements.

Duties

Flexibility is required for the variety of work this position demands: public education, administrative duties, law enforcement, marine activities, and organizational and/or infrastructure improvement projects.

- Provide a high level of customer service at all times.
- Provide on-the-water presence.
- Respond to emergencies on the water and pier.
- Provide information and hospitality for mariners, tourists and residents.
- Promote and assist with a variety of pier programs (i.e. safety, education, clean harbor, environmental, etc.)
- Patrol and monitor the harbor, pier, launching ramp, mooring and anchorage fields.

- Manage parking and vehicular/pedestrian flow. The year-round AHM/DeputyHM issues parking and by-law citations when infractions occur.
- Provide night/weekend office coverage.
- Assist in general maintenance servicing and seasonal duties related to the following: marine patrol vessels, town-owned gangways and floats, canvas awnings, signage, pump-out services, waterway channels, buoys, etc.
- Provide customer service to residents/visitors and commercial, excursion and transient fleets: assist vessels in emergency situations, respond to inquiries and complaints, sell ice, coordinate permitted use of offloading stations, assist with docking, anchorage and mooring, monitor pier and harbor, facility set-up, etc.
- Maintain a clean facility: sweeping, picking up garbage, painting and keeping equipment in good repair. Maintain supplies and cleaning of Public Pier Restrooms as shift requires.
- Carry out special projects as assigned, which may include assisting and/or operating the Pump Out Boat and services.

Requirements

- High school diploma or GED (additional marine education is desired)
- Valid MA drivers' license and good driving record
- CPR and First Aid certifications highly recommended
- Good physical condition and clean public appearance (moderate physical effort required under all weather extremes)
- Sound decision making and problem solving skills
- Good moral character
- Ability to swim (general lifesaving skills desired)
- Seamanship skills: boat handling, towing, search and rescue, rigging, repair, maintenance, etc.
- Knowledge of town waters, tidal conditions and currents
- Ability to enforce rules and regulations fairly and impartially
- Ability to handle emergencies and adversarial situations in a calm and professional manner
- Confidentiality with department-related information
- Basic computer and office administrative skills
- Completion of a thorough and extensive background investigation

The Provincetown Public Pier Corporation is an equal opportunity employer and does not discriminate on the basis of race, creed, religion, sex, national origin, marital status, age, or sexual preference.