



**City of Annapolis**  
**Office of Human Resources**  
 145 Gorman Street, 2<sup>nd</sup> Fl  
 Annapolis, MD 21401-2535

[CityJobs@annapolis.gov](mailto:CityJobs@annapolis.gov) • 410-263-7998 • Fax 410-295-7999 • [www.annapolis.gov](http://www.annapolis.gov)  
 Deaf, hard of hearing or speech disability - use MD Relay or 711

## Position Vacancy Announcement

Position	<u>Assistant Harbormaster (9132)</u>	Opening date	<u>December 15, 2011</u>
Department	<u>Harbormaster's Office</u>	Closing date	<u>Open Until Filled</u>
Salary range	<u>\$10.00</u> - <u>\$16.00 hour</u>		

### General statement of duties

Assists Harbormaster in execution of the waterside responsibilities of the division and acts for him as required; does related work as required.

### Distinguishing features of the class

Responsible for performance of routine, water-oriented operations, public relations, assisting in processing violations and for serving as Harbormaster in latter's absence. Immediate supervision is exercised over condition and maintenance of all water-related supplies, equipment and facilities.

### Examples of work (illustrative only)

- Supervises the tagging and identification of legal City moorings, and the removal of illegal moorings not permitted through the City;
- Makes weekly inspection of the public moorings for damage and the replacement of damaged parts;
- Makes daily patrols of the moorings for collections and the clearing of the no anchoring zone, if necessary;
- Maintains a daily log of vessels utilizing public moorings for records;
- Operates Patrol Boat to obtain revenues for the City in the form of daily fees for public mooring use;
- Operates Pump-out Boat to City, State and local operational standards;
- Daily inspection by boat through City waters; assists in the training of part-time employees;
- Posts and logs information to begin the process for the removal of sunken and derelict vessels;
- Maintains city boats with minor repairs and coordinates major repairs with approved City vendors;
- Maintains an updated daily log of city boats and activities;
- Assumes duties of Harbormaster and Deputy Ashore when those individuals are off;
- Maintains and coordinates communication between the office, Patrol Boat, Pump-out Boat, incoming vessels and employees with VHF radio, public works radio and telephones;
- Represents the Harbormaster at meetings when requested;
- Answers questions concerning Harbormaster activities and procedures;
- Provides excellent customer service to residents and visitors.

### Required knowledge, skills and abilities

Good knowledge of practices concerning the operation of a harbor facility; good knowledge of Federal, State and City laws, regulations and procedures; good seamanship capabilities; qualified to operate watercraft under

all conditions; knowledge of the operation of communication equipment; good computer and radio operation skills; ability to talk knowledgeably with the boating public, ability to operate office machines, ability to collect and account for fees; knowledge of the use of tide and current tables and effect of weather conditions; ability to supervise the work of others; ability to swim; ability to keep records and make reports; good physical condition. Excellent interpersonal and communication skills are essential.

### **Acceptable experience and training**

Some job-related experience at the level of Deputy Harbor/Marine Police, Navy or Coast Guard or equivalent. Completion of two (2) years of college courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; completed courses in CPR, Water Safety and advanced Coast Guard courses in Rules of Road and Seamanship or equivalent of experience and training.

USCG Masters License (with towing endorsement preferred).

### **Additional Requirements**

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

Position available March 15 - November 15, work up to 35 hours per week and a minimum of two (2) weekends per month.

### **Americans with Disabilities Act**

Physical ability: ability to operate various types of motor and sailboats, ability to withstand working outside in extreme weather conditions; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four (4) drawer filing cabinets.

Visual ability: to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to communicate effectively with other individuals in person and over a telephone and radio.

Freedom from mental disorders which would interfere with the performance of duties as described.

### **Application process**

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.