



TOWN OF CHESHIRE Harbormaster

General Purpose:

Under general direction, provides effective and efficient management, ensuring compliance with policies, procedures, and safety regulations. The position is appointed by the Board of Selectmen and serves a term of two years. For day-to-day operations and budgeting, the Harbormaster reports to the Cheshire Chief of Police.

Essential Job Functions:

(The essential functions or duties listed below are intended only 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.)

- Coordinate and monitor the placement of docks, rafts, buoys, and aids to navigation on Hoosac Lake.
- Assist residents with permitting when needed.
- *Pursuant to Section 10A of Chapter 91 statutes and 310 CMR 9.07 of the Waterways Regulation, the placement on a temporary basis of moorings, floats, rafts held by bottom anchor and associated ramps may be authorized by an annual permit from the local Harbormaster. No other Chapter 91 authorization is required for so long as the Harbormaster permit remains valid. This provision only applies to bottom-anchored moorings, floats, or rafts. No piles may be placed without proper Chapter 91 authorization from the Department of Environmental Protection's Waterways Regulation Program.*
- Represent the town to State agencies (i.e., DCR, DEP, etc.) with issues relating to Hoosac Lake.
- Coordinate town response to all pollution incidents on Cheshire waterways.
- Collaborate with Hoosac Lake Recreation and Preservation District with respect to issues involving Cheshire Lake including but not limited to weed control, algae blooms, and floodgate controls.
- Respond to all questions/requests regarding lake usage.
- Collaborate with emergency services when use of the town boat is needed for training or emergency response.
- Maintains dam floodgate controls and serves as a member on the Hoosac Lake District Dam Committee
- Monitor and advise boaters on applicable Massachusetts boating laws. When necessary, coordinate with Massachusetts Environmental Police when escalation is needed.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier lifting.
- Tasks require visual and auditory perception as well as oral communication.
- Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, disease/pathogens.

Qualifications:

Highschool diploma or equivalent. Must be a minimum age of eighteen (18). Education, training, or experience which demonstrates possession of the required knowledge, skills, and abilities necessary to perform the essential functions of the job. CPR and First Aid certifications highly recommended. Valid MA Class D Driver's license.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.