



**Harbor Management Commission
Selectmen's Office
101 Field Point Road
Greenwich, CT 06836-2540
203-622-2259**

Title: Harbormaster

Job Purpose:

Oversees the operation of harbors and navigable waterways for the Town of Greenwich. Enforces the provisions of the Connecticut General Statutes.

Duties and Responsibilities:

Oversees the mooring process including the administration of mooring permits, inspection, fines, and compliance.

Prepares a mooring grid plan in conjunction with the Harbor Commission.

Maintains and prepares accurate records of collected permit fees, mooring locations, vessels and permits.

Monitors navigation fairways and channels for hazards or obstructions and works with the Greenwich Marine Police, Coast Guard, Harbor Management Commission and other agencies to resolve.

Participates in the Harbor Management Commission Standing Mooring Committee.

Tracks and reports the unauthorized/unpermitted structures.

Operate the Harbormaster vessel for conducting Harbormaster business.

Attend meetings and prepares reports on safety, moorings, dredging, special events and other issues that occur within Greenwich Harbors.

Maintains the Harbor Master communication system.

Assists the Harbor Commission with the operating budget and annual review of the boating season.

Supports Town policies and philosophies.



Performs other related duties as assigned.

Qualifications:

Demonstrated knowledge of operational and maintenance requirements of harbor facilities and equipment. CT Safe Boating Certificate.

Demonstrated ability to communicate effectively both verbally and writing.

Demonstrated proficiency in the use of a personal computer and related software.

Proven ability to deal tactfully and courteously with officials, professionals and the public.

Demonstrated ability to apply the appropriate laws, ordinances, regulations, and policies to make routine decisions.

Demonstrated ability to work independently with minimal supervision.