



HARBOR MASTER JOB DESCRIPTION

Town of Sullivan



The Office of Harbor Master, acting under the direction of the Sullivan Select Board, shall give full authority to enforce all regulations affecting the Harbor and Coastal Waters of Sullivan to the fullest extent permitted by law and to promote safety throughout the maritime environment. The geographical area of responsibility includes maritime waters from the mean high water mark seaward to the town line beaches, piers, launching areas, associated parking areas and waterfront right of ways within the Town of Sullivan.

The Harbor Master shall be approved to make arrests and carry a weapon by the Sullivan Select Board, when certified as a Law Enforcement Officer by the Maine Criminal Justice Academy and copy of the Maine Harbor Masters Association certificate of completion is supplied to the Town.

Appointment

There shall be annually, in June, appointed by the Town Manager, some suitable person to function as Harbor Master, who shall serve for the term of one year and thereafter until a successor has been appointed.

Duties

The duties of the Harbor Master are prescribed [Title 38 M.R.S.A. §1]. The Harbor Master shall have full authority in the interpretation and enforcement of all regulations affecting all harbors and inland waters in the Town of Sullivan.

The Harbor Master shall perform the following duties:

- a) Promote order in the harbors and assure safety and use of the harbors for the public.
- b) Regulate placement of moorings according to the approved mooring plan.
- c) Provide copies of all rules, regulations, Harbor Ordinance, and other laws which pertain to the harbors, their use, and to vessels within the Town of Sullivan and to make available to person(s) using the harbors.
- d) Inspect moorings, docks, floats, piers, and wharves from time to time as his judgement may dictate, in the geographic areas covered by the Harbor Ordinance and give notice to the owner of such structures which have fallen into a state of disrepair, or which create a dangerous condition or may interfere with safe passage.
- e) Oversee the Town's waterfront facilities to include but not be limited to moorings, floats, docks, ramps, and parking areas.

- f) The Harbor Master shall attend the meetings of the Harbor Committee.
- g) The Harbor Master shall attend the annual State Harbor Master meeting.
- h) The Harbor Master shall attend training as described in Sub-Chapter 1 and expenses incurred shall be reimbursed by the Town.

Compensation

The Harbor Master shall receive an annual salary as voted at the Town Meeting.

Enforcement

The Harbor Master shall enforce the provisions of the Town of Sullivan Harbor Ordinance. If the Harbor Master shall find any provision of the Town of Sullivan Harbor Ordinance, or any rule or regulation promulgated pursuant to its authority, being violated, he shall notify person responsible for such violation indicating the nature of the violation and ordering the necessary action to correct it. Initial notification shall be verbal and subsequent violations shall be written. A copy of written notices shall be maintained as a permanent record.

The Harbor Master shall have the authority and responsibility to enforce the Town of Sullivan Harbor Ordinance and provisions of Maine State Law [Title 38 M.R.S.A.]. All law enforcement officers of the State of Maine, including Harbor Masters and their deputies, shall have the authority to enforce the Town of Sullivan Harbor Ordinance and, in the exercise of thereof, shall have the authority to stop and board any vessel found in violation of the Town of Sullivan Harbor Ordinance. It shall be unlawful for any operator of such vessel to fail to stop upon request of such officer and violation shall be punishable [Title 38 M.R.S.A. §13].

An ideal candidate will have strong computer skills, excellent record-keeping ability, strong communication and interpersonal skills.

Qualified candidates should send a cover letter and resume by December 18th 2023 to:

Ray Weintraub – Sullivan Town Manager

1888 US Hwy 1, Sullivan, Maine 04664.

Review of applications will begin on December 20, 2023.

The Town of Sullivan is an Equal Opportunity Employer.