

## **DOCKMASTER/WATERWAYS MANAGEMENT OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for maintaining navigable channels to ensure safe and orderly boating traffic in accordance with the Town of Essex Waterways and Harbor Management Law. The incumbent will make recommendations to the Town Board for the improvement of harbor areas and facilities. General supervision is received from the Town Board with some leeway for independent judgment. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains orderly and safe boating conditions in accordance with the Town of Essex Waterways and Harbor Management Law;  
Processes dock applications for review by the Planning Board;  
Assigns docking and mooring spaces for power and sail boats;  
Lays out and oversees the installation of various types of buoys, markers, floats and other navigational aids in town harbors and channels when required;  
Surveys and records the number, size, and types of boats using harbor facilities and private moorings along the shoreline;  
Directs a program to detect violations of Town codes pertaining to waterways and hazards to navigation;  
Reports violations of the Waterways and Harbor Management Law to the appropriate enforcement body;  
Maintains records and prepares reports of harbor and shoreline activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the operational and maintenance requirements of harbor facilities and equipment; good knowledge of nautical calculations and terminology; ability to establish and maintain effective working relationships with town officials, boat operators, shipyard and marina operators and the general public; ability to enforce local marine ordinances with tact and firmness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in harbors, waterways or marine facilities management, two (2) years of which must have been in a supervisory capacity; or
- (b) Completion of a power squadron course and four (4) years of experience in harbors, waterways or marine facilities management, two (2) years of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined in (a) and (b).

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Candidates must be at least twenty-one (21) years of age at the time of appointment.