

Town of Fairfield
Harbor Management Commission
hmc@fairfieldct.org

NOTICE

The Fairfield Harbor Management Commission (FHMC) is now accepting resumes from persons interested in being considered for the position of Deputy Fairfield and Southport Harbor Master. All resumes must be accompanied by a letter expressing the applicant's interest in the position and summarizing the applicant's qualifications relative to the position description below.

The Fairfield and Southport Harbor Master is a state official appointed by the Governor of Connecticut for a three-year term pursuant to Sec. 15-1 of the Connecticut General Statutes. The Fairfield and Southport Harbor Master serves as an ex-officio member of the FHMC and is responsible for the safe and efficient operation of Southport Harbor. It is the responsibility of the Fairfield and Southport Harbor Master to assist the FHMC with implementation of the Southport Harbor Management Plan adopted by the Fairfield Representative Town Meeting and approved by the State of Connecticut. In conducting his or her duties, the Fairfield and Southport Harbor Master must work cooperatively with the FHMC, Fairfield Police Department, Connecticut Department of Energy and Environmental Protection (DEEP), U.S. Army Corps of Engineers, Fairfield Shellfish Commission, and all other agencies and organizations with responsibilities affecting Southport Harbor. The Deputy Fairfield and Southport Harbor Master shall assist the Fairfield and Southport Harbor Master as directed by him or her.

All letters of interest and resumes must be submitted to the Secretary of the FHMC at the email address below by 4:30 PM EST on Wednesday, February 15, 2023.

Bill Perugini
Secretary
Fairfield Harbor Management Commission
c/o Betty Gabriel
BGabriel@fairfieldct.org

The FHMC will review all submittals and provide a list of recommended nominees to the Governor. Pursuant to the Connecticut General Statutes, the Governor must appoint the Deputy Fairfield and Southport Harbor Master from a list of not less than three nominees provided by the FHMC. The Governor may request additional information directly from the nominees prior to appointing the Deputy Fairfield and Southport Harbor Master.

Job Summary:

The Deputy Fairfield and Southport Harbor Master is a state official appointed by the Governor of Connecticut for a three-year term pursuant to Sec. 15-1 of the Connecticut General Statutes. This section provides for three-year terms of appointment that may be extended until a successor is appointed. The Deputy Fairfield and Southport Harbor Master shall perform those duties as assigned by the Fairfield and Southport Harbor Master.

State Statutes specify that Harbor Masters are responsible for the general care and supervision of the harbors and navigable waterways over which they have jurisdiction; that they are subject to the direction and control of the DEEP; and that they are responsible to the Commissioner for the safe and efficient operation of such harbors and waterways in accordance with other

provisions of the Connecticut General Statutes. The Harbor Master is supported in its state role by the DEEP.

The period January- May involves a heavy administrative (digital) job component related to mooring assignments, renewals of mooring permits and managing wait lists. June - September focuses on safe recreational boating and the fall/winter months focus on periodic mooring permit/waitlist applications, as well as reviewing the findings of the mooring/tackle maintenance efforts by the maintenance contractor.

Specific Responsibilities, as assigned by the Fairfield and Southport Harbor Master, may include the following:

- Cooperates with the FHMC, Fairfield Police Department, DEEP, U.S. Army Corps of Engineers, Fairfield Shellfish Commission, and all other agencies and organizations with responsibilities affecting Southport Harbor
- Assists the FHMC with implementation of the Southport Harbor Management Plan adopted by the Fairfield Representative Town Meeting and approved by the State of Connecticut
- Assigns mooring spaces to boats, renews mooring permits and manages mooring waitlists
- Maintains digital records of relevant data including size, type, and number of boats using the harbor; reports harbor activities, and files incident reports
- Working with Pequot Yacht Club oversees the maintenance of navigation aids such as buoys, poles, or markers
- In conjunction with selected maintenance contractor oversees regular maintenance of mooring tackle, etc.
- Reviews maintenance contractor's findings related to mooring/tackle maintenance efforts
- Periodically reviews record keeping of maintenance contractor to ensure compliance with record keeping requirements
- Develops and maintains current list, diagram, or chart of public wharves, moorings, and properties along the shoreline
- Maintains effective working relationships with boat operators, town officials, and the public
- Represents the harbor by attending and participating in relevant community and advisory board meetings, e.g. attends the Harbor Management Commission and Mooring Committee monthly meetings
- Oversees and directs daily harbor operations
- Coordinates and maintains safe and orderly boating traffic
- Enforces applicable marine ordinances and ensures enforcement of laws, regulations, and policies concerning water or properties; coordinating Fairfield marine police force to assist with this enforcement
- Analyzes harbor areas and facilities and recommends modifications that will improve safety and efficiency of the area
- Performs other related duties as assigned