
Job Summary:

The 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.

State Statute specifies 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 Commissioner of Transportation; 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 Department of Energy and Environmental Protection (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.

A modest quarterly stipend is currently provided.

Specific Responsibilities:

- Serves as an ex-officio member of the Fairfield Harbor Management Commission (FHMC)
- Cooperates 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
- 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 (laptop provided by the Town) 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 harbor 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

Basic Qualifications

- Current Safe Boating Certificate
- College degree or equivalent related maritime experience

Preferred Qualifications

- Thorough understanding of operational and maintenance requirements of harbor facilities and equipment
- Working knowledge of tidal characteristics and how to handle shore front activities during storms and waterfront emergencies
- Ability to understand, interpret and clearly explain state, federal and local rules and regulations
- Basic understanding of nautical terminology
- Excellent verbal and written communication skills
- Excellent organization skills
- Strong attention to detail
- Ability to consistently apply harbor rules and regulations while remaining objective and tactful, but firm in enforcing such regulations
- Self-confidence with professional presence
- Proficient and comfortable with personal computer utilizing standard and specialized software
- Willingness and ability to perform hands-on computer data entry and extract reports when necessary
- Ability to effectively work with mooring contractors and the private club situated on the harbor
- Willingness and ability to exercise total discretion when dealing with personal data
- Ability to work in inclement weather and with usual hazards associated with harbor sites
- Ability to work weekends and holidays as needed, particularly during peak seasons.
- Ability to recognize weather emergencies
- Comfortable getting in and out of a 17 ft. power boat