

Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017

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Phone: 207-846-3148

[townofchebeague@chebeague.net](mailto:townofchebeague@chebeague.net)

Fax-207-846-6413

November 15, 2011

Dear Applicant:

Thank you for your interest in the Town of Chebeague Island Harbormaster / Shellfish Warden position. Please review the attached information and submit a resume, cover letter, and three references prior to December 2nd, 2011 if you remain interested and feel you are qualified for the position.

Included with this letter are a memo regarding the selection process and a copy of the draft job description for the Harbormaster / Shellfish Warden position. It is important to note that this draft job description is under review and may change during or after the hiring process. The position is currently filled in an interim capacity and our goal is to fill the position as soon as possible.

I look forward to receiving your application materials for this unique and challenging position.

Sincerely,



Eric Dyer, Town Administrator  
Town of Chebeague Island

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**MEMO**

To: Town of Chebeague Island Board of Selectmen  
Chairs of the following: Aquaculture Committee, Coastal Waters Commission, Shellfish Conservation Committee

From: Eric Dyer, Town Administrator

Date: November 7, 2011

Re: Harbormaster / Shellfish Warden Hiring Process

**Background & Introduction:**

This memo presents a process that:

1. Fills the position within approximately six weeks of initiation
2. Allows ample time for notice, application, review, interviewing, recommendation, and selection
3. Encourages representation and active involvement from the Town's three marine committees
4. Balances the need for a decision benefiting from broad input with the requirement for an appointment to be made by the Board of Selectmen

**Outline:**

1. Notice of "hiring" submitted to the following entities no later than Thursday, November 10<sup>th</sup>:
  - a. Portland Press Herald
  - b. Forecaster
  - c. Maine Municipal Association Classifieds
  - d. Others as appropriate
2. Application materials (resume, cover letter, etc.) due from applicants by Friday, December 2<sup>nd</sup>
3. Initial review of applications by Town Administrator, Coastal Waters Commission, Shellfish Committee, and Aquaculture Committee on or Before December 7<sup>th</sup>
4. Top 3 suitable applicants (as recommended by the TA and Committees / Commission) notified by December 9<sup>th</sup> and interviews scheduled
5. Interviews held with Town Administrator, one Coastal Waters Commission representative, one Shellfish Commission representative, one Aquaculture Committee Representative, and a Board of Selectmen representative December 11<sup>th</sup> through 14<sup>th</sup> (Sunday through Wednesday)
6. Following any necessary committee meetings, recommendations of a top candidate will be submitted independently by Coastal Waters, Shellfish, Aquaculture, and Town Administrator to the Board of Selectmen no later than December 19<sup>th</sup>
7. Board of Selectmen appoint a Harbormaster during the week of December 19<sup>th</sup>
8. Appointed Harbormaster / Shellfish begins duties in January following a transition if needed

**Town of Chebeague Island Job Description –**  
**Harbormaster / Shellfish Warden**

<b>Primary Job Title:</b>	Harbormaster / Shellfish Warden
<b>Additional Titles:</b>	N/A
<b>Department:</b>	Harbormaster / Shellfish
<b>Employment Type:</b>	Approximately ¾ time (Part-Time)
<b>Supervision</b>	Town Administrator
<b>Supervision</b>	N/A
<b>Pay Type:</b>	Hourly
<b>Pay Range &amp; Rate:</b>	DOQE
<b>Expected Work</b>	Variable seasonal hours as determined by the Town Administrator. See
<b>Hours:</b>	ATTACHMENT 1
<b>Benefits:</b>	Pro-rated based upon ¾ time employment
<b>Purchasing:</b>	Up to \$250 per calendar month without authorization of TA Purchases in excess of \$100 must be approved by the TA

**Nature of Work**

The Harbormaster / Shellfish Warden position combines the two responsible positions of Harbormaster and Shellfish Warden. Both positions require extensive communication and interaction with users of the waterfront and members of the general public. The ability to communicate effectively and sometimes under stressful conditions is paramount. This is a position balancing conservation and law enforcement elements in the complex waterfront environment, often times independently.

The Harbormaster is charged with overseeing the activities and operations of the waters of the Town of Chebeague Island and associated marine facilities including all floats, docks, ramps and landings owned by the Town. The Harbormaster is responsible for the enforcement of Federal, State and Local laws, rules and regulations pertaining to the waters of the Town of Chebeague Island.

The work of the Shellfish Warden involves extensive field work in carrying out the enforcement of the State and Local regulations pertaining to the taking of shellfish. Reporting requirements and some office work also accompany this position.

**Job Responsibilities**

The Position is responsible for the following:

- Enforces all applicable Federal, State and local laws, regulations and ordinances pertaining to the operation and use of watercraft as well as use of municipal floats, landings, and other marine infrastructure.
- Directs boat traffic within the waters of the Town.

## **Town of Chebeague Island Job Description –** **Harbormaster / Shellfish Warden**

- Patrols Town waters and marine facilities.
- Assigns permanent and transient boats to moorings in the waters of the Town.
- Maintains a map and database for all moorings and mooring locations within the Town.
- Maintains an obstruction free navigation channel into and out of the Harbors. This includes securing dredging permits and facilitating the dredging process.
- Maintains a daily log of activities and occurrences in the waters of the Town and at marine facilities, and prepares an annual report of activities.
- Responds to request from citizens and vessels for information or assistance.
- Works with various local, state and federal authorities involved in marine law enforcement and environmental issues.
- Patrols all shellfish and clam flats to ensure the lawful harvesting and collection of shellfish.
- Checks the licenses of all shellfish and clam fishermen while on patrol.
- Inspects shellfish harvests to ensure compliance with minimum size requirements.
- Meets with, advises, and works cooperatively with the Shellfish Conservation Committee and Coastal Waters Commission.
- Performs office and administrative work as necessary.
- Performs other work as required.

### **Requirements of Work**

- Thorough knowledge and understanding of State and Local harbor management and shellfish management laws, rules and regulations.
- Ability to regulate citizens for enforcement of laws, rules and regulations within the Town of Chebeague Island.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action.
- Experience in operation and proper maintenance of boats.
- Ability to deal with boat owners, fishermen, clam diggers, tourists, and citizens in a variety of situations.
- Ability to plan for and accomplish the goals and objectives determined by the Town of Chebeague Island Board of Selectmen, Town Administrator, Shellfish Committee, and Coastal Waters Commission.
- Ability to interact with a wide variety of agencies and groups involved with the oversight, management, and operations of harbor facilities and shellfish resources.
- Ability to work variable extended hours during the peak season including weekends.

**Town of Chebeague Island Job Description –**  
**Harbormaster / Shellfish Warden**

- Ability to act independently with good interpersonal and public relations skills
- Ability to communicate effectively both verbally and through written reports.
- Ability to balance and prioritize competing needs and goals.
- Willingness to participate in relevant training and educational programs as directed by the Town Administrator.

**Desirable Skills**

- First-Aid and CPR training.
- Captain’s License.
- Law enforcement experience.
- Successful completion of Maine Criminal Justice Academy 100 hour course.
- Knowledge of resource management and conservation planning.

**Employee Acknowledgement**

I have read this job description and understand the duties, responsibilities, and expectations of the position. I also understand that this job description may be used during any review of my employment.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Chebeague Island Job Description –  
Harbormaster / Shellfish Warden**

**ATTACHMENT 1  
Anticipated Work Hours**

The hours outlined in the tables below are approximate and subject to change at any time. They are intended to demonstrate the average workload for the combined Harbormaster / Shellfish position generally during the course of the year and specifically during the critical summer months. It is important to note that the bulk of hours worked will be during the summer months, and during and around the weekends within those months.

<b>Approximate HS Hours Worked per Month</b>													
Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	OT	
160	160	160	100	60	40	40	0	40	60	100	160	80 total	

<b>Approximate Scheduled HS Hours, June - September</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 :00-7:00							
7:00-8:00							
8:00-9:00		1			1	1	1
9:00-10:00		1			1	1	1
10:00-11:00		1			1	1	1
11:00-12:00		1			1	1	1
12:00-1:00					1	1	
1:00-2:00					1	1	
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00					1	1	
6 :00-7:00					1	1	1
7:00-8:00					1	1	1
8:00-9:00							
9:00-10:00							
Floating		1		1	1	1	2
<b>TOTAL</b>		<b>5</b>		<b>1</b>	<b>1</b>	<b>5</b>	<b>10</b>
					<b>10</b>		<b>8</b>

NOTE: Overtime must be approved and cannot exceed 8 hours per week