



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Approved: April 12, 2014
Version: 2.0

Harbormaster Job Description

General Responsibility:

The Harbormaster's responsibilities are as described in the B.I.V.C. Harbor Ordinance of 11 August, 1990. Duties and powers are defined in the following Rules and Regulations:

1. Title 38 M.S.R.A., Sec. one et. seq.
2. Rules of the Road, International and Inland, U.S. Coast Guard CG-169
3. F.C.C. Rules part 83
4. Maine Marine Resources Laws contained in Statues (Title 12, 32,17, 10 & 38)
5. Article XXI, HARBOR USE AND MOORING REGULATIONS, of the Bustins Island Village Corporation (BIVC) by-laws

Responsible to:

The Harbormaster is responsible to the B.I.V.C. Board of Overseers and is appointed for a term of one year.

Job Responsibility:

1. Regulate mooring spaces in the Bustins Island harbor as required. Maintain mooring records and technical specifications.
2. Assist mooring applicants in selection of proper ground tackle.
3. Assist in placement of moorings to ensure the safety of vessels, adequacy of swing room and best use of space.
4. Establish and maintain anchorage areas and transient channels.
5. Maintain private aids to navigation in accordance with U.S.C.G. regulations.
6. Keep the Harbor and channels free of obstructions and insure the proper use of the Rules of the Road.
7. Patrol the harbor to ensure compliance with the state boating and other marine resources laws.
8. Be alert to any pollution of the harbor. Investigate and report to the Maine D.E.P. and the U.S.C.G., as required.
9. Control the use of the B.I.V.C. piers and wharves.

Bustins Island Village Corporation

10. Supervise and direct the activities of assistants.
11. Posting at the steamer dock and public float water protected copies of Article XXI of the BIVC By-Laws
12. Posting at the steamer dock and public float weather protected contact information for the harbormaster with a notation that transient vessels are to contact him for anchorage locations.
13. By May 15 of each year maintain and/or install appropriate markers to indicate the position of underwater hazards such as ledges. Keep such markers in good repair through October 31.
14. Assign anchorage locations to transient and/or non-property owners' vessels.
15. Inspect and recommend pier, float and mooring maintenance

Knowledge & Skills:

1. Marine commercial and recreational industry
2. Maritime law and navigation
3. Marlinspike seamanship
4. Small boat nomenclature
5. Ground tackle and appendages as they relate to moorings, floats and navigational aids
6. Marine construction sufficient to recognize deterioration of facilitates
7. Small boat handling and navigation
8. Oral and written communication
9. Administrative and organizational procedures

Abilities & Qualifications:

Maintain good relationships with Freeport officials, other agencies, and the public.

Minimum qualifications:

Experience in boat operation and related activities