

MARIN YACHT CLUB

Harbormaster Position Description

General Description

The Harbormaster is responsible for the safe operation and maintenance of the harbor, manager's residence, clubhouse and recreation facility. This includes enforcement of the Club's harbor rules. The safety of all yachts, both members and visitors, is of primary importance. The Harbormaster acts as agent for the Club with respect to visiting yachts and cruising organizations. The Harbormaster reports to the Port Captain

The Harbormaster must live on-site. Residence is provided.

Specific Duties and Responsibilities

The following paragraphs more specifically describe the duties and responsibilities of the Harbormaster's duties and responsibilities.

- **Harbor, Docks and Associated Equipment**

Is skilled in the use of all safety equipment such as fire extinguishers, oil/fuel-spill equipment, and emergency pumps. Has been trained to use the Defibrillator, (AED)

Maintain the cleanliness and appearance of the docks daily. This includes but not limited to washing the docks, keeping the docks clutter free, ensuring all dock lines, electric cords and hoses are kept in a safe and presentable manner.

Maintains and repairs docks, gangways, and all associated equipment. This includes, but is not limited to, electrical, plumbing, carpentry, painting and other skills. Repairs requiring special skills and equipment shall be evaluated and discussed with the Port Captain and Landscape Chairman.

Responsible for identifying any damage to Club's property or facility and determining if a Member or Guest is responsible for such damage and consult with the Port Captain whether to bill the party for any repairs.

Responsible for managing the activities of any Assistant Harbormaster or part-time employees.

Arranges berthing changes to accommodate construction or repair work in the harbor.

Works with the Harbor Committee to perform soundings in the harbor for dredging planning.

Maintains the Club tender in proper operating condition.

- **Grounds and Outbuildings**

Maintains the grounds under the direction of the Port Captain and/or Landscape chairman.

Maintains all grounds care equipment in good operating order.

Maintains, repairs the front entry gate.

Changes the driveway sign to announce upcoming events.

At Harbor restroom and storage, keeps plumbing, mechanical and electrical in good working order. Clean and maintains the appearance of the facility between the regular cleaning of the facility provided by cleaning staff.

Maintain Flags and Burgees on the flag poles, observing proper flag etiquette. Flags are to be removed during stormy weather.

Decorates the Harbormaster residence, grounds, gangways and other Club facilities as required for special occasions such as Christmas and Opening Day.

- **Harbormaster Residence, Small Boat Hoist, Sewer Lift Pump and Other Equipment**

Maintains and repairs the residence, the small boat hoist, the two sewer lift pumps and the pump-out facility. Repairs requiring special skills and equipment shall be arranged through consultation with and approval by the Port Captain.

- **Outside Contractors**

Subject to consultation with the Port Captain, arranges appointments, secures bids from, schedules and supervises outside contractors, such as plumbing, tree service, electrical or paving. Contracts will only be executed with the approval of the Port Captain.

- **Personnel**

Is responsible for determining the need, hiring, training, supervising and scheduling of Assistant Harbormaster, and any part time harbor employees.

- **Visiting Yachts and Cruise Groups**

Is responsible for the safety and comfort of visiting yachts. This includes assigning berths, greeting visitors, and assisting with tie-ups. Provides a harbor lay-out map and is available to answer questions regarding rules and fees. Harbormaster shall keep records of all visiting yachts and submit to Club Office for billing. Harbormaster represents the Club as friendly and welcoming to visitors.

- **Special Projects**

Will cooperate with the responsible committees on special projects when requested by the Port Captain.

- **Security**

Responsible for the security of the facility, including recognizing and responding to potential hazards, and/or bringing them to the attention of the Port Captain.

Responsible for determining the business of any unknown person on the docks and grounds. This includes persons tampering with any vessel in the harbor or the small boat yard. Harbormaster shall challenge anyone entering the property by unusual means, such as walking around a closed gate, entering by boat or swimming. Trespassers shall be asked to leave immediately. The Harbormaster should call the police immediately if they feel threatened or situation merits their involvement.

- **Records and Reports.**

Annually prepares a list of vessels in the Harbor for the County Tax Assessor.

Assigns spaces and maintains a record of occupants of the small boat dock and the dry storage yard for submission to the Office for monthly billing.

Prepares monthly electrical billing, berth and storage charges to be submitted to the Office each month.

Maintains insurance records for all approved vendors.

Maintains files containing the current year's boat registration or documentation certificates and current insurance rider showing Marin Yacht Club as an additional insured for all vessels occupying Club berths or dry storage.

- **Salary & Work Week**

A competitive salary commensurate with experience

The standard work week shall be from Wednesday to Sunday to accommodate members and guests. The Harbormaster shall be on call at all times except for designated days off which are Monday and Tuesday. This schedule shall be posted on the door of the Harbor office with the Port Captain's phone number. It may become necessary to temporarily alter this schedule during periods of stormy weather.

The harbormaster work hours will be somewhat variable and may not always conform to a standard 8 to 5, 40-hour work week. The harbormaster shall be required to work such additional hours as necessary to perform all the duties of the harbormaster position.