

TOWN OF THESSALON
Harbour Master
Job Description

Duties

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Have a complete understanding of the Operations Manual.
- Operate equipment and power tools such as mowers, edger, blowers and tractors; perform preventive maintenance on equipment.
- Utilize proper safety precautions related to all work performed.
- Respond to public inquiries in a courteous manner and report complaints in an efficient and timely manner to the immediate supervisor.
- Perform related duties and responsibilities.
- Communicate and enforce policies of the organization and rules of the facilities and grounds.

General Duties and Responsibilities:

1. The Harbour Master, under the direction of the Town Superintendent, must be capable, in every aspect, of discharging the duties and responsibilities associated with this position, in a manner consistent with the operation of the Marina on a business-like and professional basis.
2. The Harbour Master must possess sufficient and satisfactory interpersonal skills to deal with visitors and other patrons of the Marina, to ensure their well being, safety and security, comfort and convenience.
3. The Harbour Master must have, in every respect, a reasonable, practical and comprehensive knowledge of:
 - a. All matters relating to receiving and assisting incoming vessels desiring dockage or other services provided by the marina.
 - b. All matters relating to the docking of vessels and the repositioning of vessels under extraordinary weather-related circumstances and unforeseen emergencies, etc.
 - c. The Marina's infrastructure and service facilities and amenities, including fuel and pump out service, laundry facilities, washrooms and showers, day room and mezzanine facilities, bicycle service, etc.
4. The Harbour Master shall report directly to the Town Superintendent, who is in charge of Marina operations. Any and all problems encountered by the Harbour Master in the performance of the prescribed duties and responsibilities associated with this position, shall be conveyed to the Town Superintendent.

Specific Duties and Responsibilities:

The Harbour Master, under the direction of the Town Superintendent, must be capable, in every aspect, of conducting the following specific duties, responsibilities and providing guidance and some training to other Marina staff and personnel who may be charged with, and are responsible for the performance of, the same or similar duties and responsibilities.

1. Greeting arriving visitors and other patrons of the Marina in a manner befitting a professional host.
2. Assisting transient boaters with their entry and dockage, all in accordance with the contents of the Operations Manual, and such other procedures as may be in force from time to time, to ensure the safety, security, comfort and convenience of guests and their vessels during their stay at the Marina.
3. Assisting seasonal and other permanent boaters with dockage selection and such other reasonable requirements as may be requested from time to time. Ensure that seasonal boaters have paid before they dock.
4. Operate the infrastructural facilities of the Marina in a manner that is in keeping with a first-class Marina and the expectations of visitors and other users of these facilities.
5. Conduct minor maintenance and repairs of the Marina's facilities in a timely, thorough and conscientious manner in order to minimize inconvenience to the user, and to ensure that such facilities are functioning properly and continuously at reasonable levels of cleanliness, upkeep, safety, security and convenience to all users of such facilities.
6. To conduct all administrative and office functions in an honest and forthright manner, and in keeping with the requirements of the Town Superintendent and such other employees of the Town that are involved in such activities.
7. To assist other Marina staff in the performance of their duties and responsibilities, as per the direction of the Town Superintendent.

Administrative Responsibilities:

1. All Transient Boaters shall be provided with a Transient Mooring Agreement and Payment Receipt form upon their arrival by the Harbour Master or Marina staff. The Harbour Master must ensure this form is filled out completely at the earlier of the boaters' departure or the boaters' payment for services rendered.
2. All seasonal or monthly Boaters shall be provided with a Marina Lease Agreement by staff at the Municipal Office when they apply for seasonal or monthly moorage. These forms shall be executed by the owner of the vessel and submitted to staff, by the owner of the vessel, at the Municipal Office together with their payment of moorage fees. (These forms are not to be handled by the Harbour Master or marina staff).

3. The Harbour Master or designated staff, under the direction of the Town Superintendent, shall be responsible for the handling of all cash, credit card or debit card transactions relating to all sales of services, supplies and other items provided by the Marina to guests and patrons of the Marina.
4. The Harbour Master or designated staff, under the direction of the Town Superintendent, shall be responsible for ensuring that a sufficient cash float is available at all times and that appropriate arrangements are made with the Town Superintendent for the deliverance of all surplus cash, receipts, daily maintenance report and any other designated documents, to the Municipal Office.
5. The Harbour Master or designated staff will provide a list of needed supplies to the Town Superintendent well in advance of the required date of usage.
7. The Harbour Master shall be responsible for reporting to the Town Superintendent, on a timely and unfettered basis, any and all matters that adversely affect, encumber, violate or otherwise interfere with the operation of the Marina on a business-like basis.

General Duties:

1. Perform duties in accordance with the current Acts and appropriate regulations.
2. Promote safe working practices.
3. The Town Superintendent, on occasion, may reassign workers to other areas that require temporary extra manpower.
4. Other duties as assigned.
5. Public safety will be the first priority.

Qualifications preferred:

First Aid

WHMIS

VHF Radio Course

Dated: April 18, 2024