



NOTICE

PLEASE TAKE NOTICE that the Governing Body of the Borough of Atlantic Highlands introduced the following Ordinance at their May 13, 2009 meeting. Following a Public Hearing held on May 27, 2009 this Ordinance was finally adopted. This Ordinance is available for public inspection, and copies will be available at Borough Hall in the Municipal Clerk's office during regular business hours, 8:30 AM to 4:30 PM, Monday through Friday.

Dwayne M. Harris
Municipal Clerk

ORDINANCE 10-2009

CREATING THE OFFICE OF ASSISTANT HARBOR MASTER

WHEREAS the Borough of Atlantic Highlands and the Atlantic Highlands Harbor Commission desire to create the position of Assistant Harbor Master, in an effort to provide continuity in operations in the absence of the Harbor Master.

WHEREAS Borough policy states "no person shall be employed or promoted unless there exists a position created by ordinance, adopted by the Mayor and Council of the Borough of Atlantic Highlands as well as the necessary budget appropriation and salary ordinance.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey that the position of Assistant Harbor Master, which is an "at will" management position, is hereby created as follows:

JOB REQUIREMENTS -

The individual hired for this position should have excellent communication skills, both verbal and written; a sound knowledge of pleasure boating; a good understanding of operating a business for profit; development and preparation of municipal budgets, computer knowledge, basic knowledge of marina construction work as well as knowledge of general construction procedures. They must have a pleasant personality and the ability to deal with the public as well as the employees of the Municipal Harbor. The individual must have the ability to listen to complaints and comments and know how to handle them without becoming confrontational. The individual shall work cooperatively with the Harbormaster and report directly to the Harbormaster or in his absence the Borough Administrator.

HIRING-

The individual will be hired by the Borough Administrator, as per the Atlantic Highlands Personnel Policy, after all interviews and comments have been received by all involved in the interviewing process. The position of Assistant Harbormaster is an “at will” management position.

SCHEDULE / HOURS-

The individual hired for this position shall work during the following scheduled times:

April 1st through November 30th - Tuesday through Saturday

December 1st through March 31st -the schedule **may** change to Monday-Friday at the discretion of the Harbor Master and/or the Harbor Commission.

Summer holidays to be determined.

Schedule is subject to change at any time when the Harbormaster is away from office on business and/or on approved leave.

Hours: The normal work day for Administrative Departments is an 8 hour day. Regular hours are from 8:30 a.m. to 4:30 p.m. with a ½ hour for lunch. Employees are entitled to 2 – 15 minute breaks; one in the morning and one in the afternoon.

Commission Meetings: Attendance at selected Harbor Commission meetings will be necessary along with attending special committee meetings when required. No overtime or compensatory time will be paid or accrued. An adjustment to the schedule may be made for the specific day only.

DUTIES & RESPONSIBILITIES [Include but are not limited to]:**Office work:**

1. Work with Utility Collector on slip/mooring assignments for season.
2. Maintains Waiting List and solicit customers for vacancies.
3. Answer telephone as first responder when in office.
4. Assist Utility Collector with other office work as required.
5. Transient dockage reservations and follow up.
6. Become familiar with Municipal Purchasing regulations. (Should attend a course on this at some point).
7. Learn procedures for handling money drops from Fuel Dock and Launching Booth.
8. Learn bank deposit procedures.
9. Work with Harbormaster on budget preparation.

Marina work:

1. Walk piers and look for problems.
2. Learn Fuel Dock operation.
3. Schedule season launching in consultation with Harbormaster, Dockmaster and Assistant Dockmaster.

4. Schedule haul outs in consultation with Harbormaster, Dockmaster and Assistant Dockmaster
5. Schedule other hoist work in consultation with Harbormaster, Dockmaster and Assistant Dockmaster.
6. Monitor dockage customers' electric use.
7. Work with Harbormaster on marina maintenance work and new construction projects.
8. Work with Harbormaster on dredging issues.
9. Monitor outside contractors for insurance compliance and fee payment.
10. Become familiar with sources for marina construction and repair materials.
11. Become familiar with Atlantic Highlands Harbor operations, both marina and non-marina related.

Customer Service/Security:

1. Maintain schedule for personnel.
2. Review applications and sit in on potential employee interviews with administrator and Harbormaster.
3. Become familiar with Customer Service/Security operations.
4. Monitor personnel performance for compliance with duties.
5. Monitoring of Clean Marina enforcement.

The Assistant Harbormaster shall assist with any and all other duties and responsibilities that may be assigned.

During the absence or disability of the Harbormaster, the Assistant Harbormaster shall have all the powers of the Harbormaster and shall perform the functions and duties of such office.

COMPENSATION/BENEFITS-

The salary shall be established in the Salary Ordinance. No overtime or compensatory time will be paid or accrued for this position. This is not a PERS covered position, and the person filling this position will be qualified to participate in the Defined Contribution Retirement Plan, as established under the rules and regulations of the New Jersey Division of Pension and Benefits. See Personnel Policy Manual for more detailed employee benefits and explanations.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage.