



OFFICE OF THE HARBORMASTER

MACMILLAN PIER

Night Patrol Person Job Description

Supervision

Works under the direction of the department head/Pier Manager to carry out the goals and responsibilities of the Pier Corporation. A night watchman (NW) will help to protect the pier, vessels and all other assets utilizing the pier, including resident and transient vessels, people who fish off the pier and the general public.

Job Environment

- Routine patrols on foot. Most projects will be performed as a sole operator. NW maintains radio contact with police, fire and rescue. Back up assistance from the Harbormaster or Assistant Harbormasters will be available when needed.
- When emergency response, weather conditions, visitor loads or projects require a team, the NW will notify the Harbormaster.
- Basic office and log keeping, including some light computer skills, are mandatory.

Typical Duties

- Responds to emergencies by notifying the Harbormaster, Police and/or Fire Department, Rescue or Coast Guard. Patrols the pier on foot.
- Exposure to hazards includes all weather conditions and difficult people, although most nights will be quiet.
- Provides information and hospitality for residents, visitors, pedestrians on the pier and mariners.
- Keeps a watch on jib cranes, ice machines, harbormaster vessels, electrical pedestals, heat trace units, roadway and industrial lighting, gangways and floats, canvas awnings and signage.
- Services commercial and transient vessels, including: ice sales, coordinating permitted use of offloading stations and assisting with docking and facility set-up.
- Clean and maintain public restrooms.

Skills and knowledge

- Must have the ability to use the phone, police and VHF radios, and keep a running log of all the events that occur during the night.
- Be able to assign berthing to transient vessels and take payments.
- Must have basic computer and office administrative skills.
- Must be alert to the dangers to vessels berthing at the pier or the floating docks, such as vessels taking on water or getting caught under the pier as the tide rises.
- Must be alert to possible violations of the pier or harbor regulations and be able to report transgressions to the proper authority, like the Harbormaster, Environmental Police, Coast Guard or the Police Department.
- Must be able to write reports regarding events that occur on his/her watch.

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