

Town of Long Island
Job Vacancies

The Town of Long Island is currently accepting applications for the following three positions. If an acceptable candidate can't be found for the Public Safety Coordinator, then the Town will proceed with filling the Harbormaster and Constable positions separately. Please forward an e-mail to Brian Dudley (townadmin@longislandmaine.org) stating the position that you are interested in.

Public Safety Coordinator

This position combines the functions of Harbormaster and Constable. In the future, it may also absorb the responsibilities of the Shellfish Warden. It consists of field work enforcing State and local regulation/ordinances pertaining to harbor, waterfront, and watercraft working with other public safety personnel and agencies; routine maintenance of harbormaster boats; serving as the town Constable and issuing parking and mooring violations; oversight of South Beach, including signage and annual installation/removal of swim buoys; Periodic patrolling of the island; seasonal and well-being home checks; and coordination with Cumberland County dispatch operations.

The employee in this position is responsible for the enforcement of State and local ordinances. The position does not, however, have arrest powers. Work involves overseeing and regulating the use of all moorings and any orders from the Board of Selectmen. Work fluctuates depending upon the season and some weekend work is required. **Annual Stipend is \$7,500.**

Essential Duties and Responsibilities

1. Oversee the moorings and anchoring of watercraft in Town waters. Maintain a register of assignments to include the location of each mooring, description or mooring, boat name, and registration number, owner's name and contact information, and description of the vessel.
2. Enforce the rules and regulations pertaining to the operation of watercraft within Town waters. Render assistance at boating accidents and assist the Sheriff's Department.
3. Operate and maintain the Harbormaster patrol boat and all associated equipment

4. Ensure that the “no wake” marker buoys are in the water by mid-June and removed by the end of September.
5. Contact State of Maine Bureau of Parks if a seal has washed up on shore.
6. Assistance in the preparation and administration of the budget;
7. Prepares periodic reports on activities;
8. Will perform other duties as necessary.

Requirements of Work

1. Thorough knowledge of Town ordinances and State laws relative to enforcement activities and compliance with State training mandates.
2. Skill and care in the use of equipment and watercraft provided by the Town and used in the performance of his/her duties.
3. Ability to establish and maintain working relationships with the Board of Selectmen, Fire Chief, County Sheriff's Office, the seasonal Deputy Sheriff, other officials, co-workers, and the public.
4. Working knowledge of occupational hazards and safety precautions of the nature of work.

Training and Experience Requirements

Minimum high school diploma or equivalent, plus experience in coastal management, or any equivalent combination of training and experience.

Harbormaster

This position consists of field work enforcing State and local regulation/ordinances pertaining to harbor, waterfront, and watercraft.

The employee in this position is responsible for the enforcement of State and local ordinances. Work includes the oversight and regulation of the use of all moorings. Work fluctuates depending upon the season and some weekend work is required.
Annual Stipend is \$2,500.

Essential Duties and Responsibilities

1. Oversee the moorings and anchoring of watercraft in Town waters. Maintain a register of assignments to include the location of each mooring, description or mooring, boat name, and registration number, owner's name and contact information, and description of the vessel.
2. To enforce the rules and regulations pertaining to the operation of watercraft within Town waters.
3. Care for and maintain the Harbormaster patrol boat and all associated equipment; including commission, decommission, and performance of routine maintenance.
4. Render assistance in cases of boating accidents and assists the Sheriff's Department at their request when a watercraft is needed to accomplish a law enforcement function.
5. Will complete monthly and an annual report (by March 1st) for review by the Board of Selectmen.
6. Will perform other duties as necessary.

Requirements of Work

1. Thorough knowledge of Town ordinances and State laws relative to his/her enforcement activities and compliance with State training mandates.
2. Skill and care in the use of equipment and watercraft provided by the Town and used in the performance of his/her duties.
3. Ability to establish and maintain effective working relationships with the Board of Selectmen, officials, co-workers, and the public.
4. Working knowledge of occupational hazards and safety precautions of the nature of work.
5. Maintain Coast Guard certification in the safe operation of watercraft owned and provided by the Town.
6. Ability to react quickly and remain calm under duress and strain in various weather conditions.

7. Thorough knowledge of the geography of the shores and waters within the Town.

Training and Experience Requirements

Minimum high school diploma or equivalent, plus experience in coastal management and enforcement; or any equivalent combination of training and experience.

Necessary Special Requirements

Position requires experience and ability to operate a boat in various weather conditions, ability to install and service moorings and ability to enforce harbor ordinances.

Constable

This is a responsible but non-confrontational position intended to keep an eye on the roads and regulate parking in the Town of Long Island. The position allows for the Cumberland County Sheriff's Office to have a contact on the island if needed and is under the general direction of the Sheriff. The Constable does not have arrest powers. Work fluctuates depending upon the season and some weekend work is required. **Annual Stipend is \$5,000.**

Essential Duties and Responsibilities

1. Communication with County on any call when needed;
2. Taking reports;
3. Checking seasonal homes;
4. Patrolling the Island on occasions;
5. Filling in when Deputy Sheriff is unavailable
6. File a monthly report with the Board of Selectmen

Requirements of Work

1. Availability to fill in when Deputy Sheriff is not available.
2. Knowledge of laws and regulations as well as parking limitations around the island and compliance with State training mandates.

