



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	DEPUTY HARBORMASTER
Posting Date:	Friday, August 1, 2025
Closing Date:	Monday, August 18, 2025
Department:	Maritime Services
Brief Job Description: <i>(essential functions of the job)</i>	<p><i>Administrative Office Duties:</i></p> <ul style="list-style-type: none">• Provides a variety of customer services, including greeting public and explaining policies, procedures, harbor services and fees to customers.• Responsible for the up keep and inventory of the department, ensuring that all equipment and property are properly maintained.• Assists the Harbormaster with the production of the department's annual budget.• Produces correspondence and other routine documents.• Tracks bid awards to execution of contracts, schedules meetings, maintains files.• Assist in the creation and implementation of special harbor projects/programs.• Oversees and manages special department programs.• Issues final copy of press releases and legal notices to the media.• Prepares department payroll and performs payroll related.• Coordinates tours of the boating facilities.• Attends all Harbor Division staff meetings as well as production meetings.• Informs office staff when a vessel will arrive and/or depart to allow ample time for billing. Ensures that Owners/Captains are aware of the method and time frame for remittance of all bills and advise office staff of the same.• Receives port call requests from Cruise ships visiting Newport harbor and provides agents with harbor availability, schedules and other factors before confirming or denying port call requests. Accurately maintains and updates Cruise ship schedules.• Assists staff, public and other departments in furnishing information to resolve problems; researches questions, handles unusual or difficult situations, answers telephone and handles in-person inquiries, service requests, complaints and/or directs to appropriate person in a helpful, courteous and efficient manner.• Manages the compliance for moorings and mooring waitlists by updating electronic files with mooring and waitlist information. Effectively provides details to those seeking mooring information and services.• Uses, manages and maintains computer software systems and trains staff.• Assists in the supervision and training of seasonal personnel; schedules appointments for full time and seasonal staff as required. <p><i>On-Water Duties:</i></p> <ul style="list-style-type: none">• Assist in directing and participating in harbor patrol and mooring regulatory operations; assists in the enforcement of harbor ordinances for all harbor facilities.• Assists in the management and supervision of harbor activities and events, including commercial and recreational boating operations, transient vessel accommodations, sailboard and other sanctioned races, the placement and maintenance of moorings; coordinates cruise ship passenger arrivals and departures.• Assists the Harbormaster as a Port Facility Security Officer in accordance with Homeland Security department regulations and marine terminal.

Brief Job Description: <i>(essential functions of the job - continued)</i>	<ul style="list-style-type: none"> • Ensures that operations are in accordance with State and Federal regulations including boat discharge, customers (port of entry), licenses, etc. • Uses VHF radio communications and communicates in nautical terminology. • Documents all haul-outs and vessel repairs and submits daily reports. • Ensures that the office and yard is maintained and safe for use of the general public. • Communicates as to the status of all jobs that are in the yard. • Ensures that all vessels upon arrival are properly secured and connected to auxiliary services, as requested. May be required to secure vessels to docks and/or moorings. • Assists in the oversight and management of routine maintenance and daily operation of landside Harbor facilities. • Performs similar or related work as required, directed or as the situation dictates.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Graduate of a four-year college with a Bachelor's degree in Marine Affairs or a related field with three to five (3-5) years related work experience is highly desired; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be able to understand and speak the technical jargon used in the delivery of maritime services. • Ability to possess and maintain a valid TWIC (Transportation Workers Identification Card); ability to obtain a Facility Security Officer license; and the completion of first aid, and CPR training all required within 12 months of hire; a USCG Captain's license is required; USCG Limited Masters License is highly desired.
Pay & Hours Per Wk. NEARI Pay Grade: N03 Min. Salary: \$29.00/hr. Max. Salary: \$38.97/hr. FULL BENEFIT PACKAGE OFFERED Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to:</p> <p style="text-align: center;">Director of Human Resources Department of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840 HR@CityofNewport.com</p>
<p style="text-align: center;"><i>An Equal Opportunity and Affirmative Action Employer</i></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;">www.cityofnewport.com/jobs</p> <p style="text-align: center;">Tel: (401) 845-5397 Fax (401) 845-9364</p>	