

Harbormaster Roles and Responsibilities – REVISED 01-11-2024

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1-Report directly to the Designated Board Member (DBM) for direction.

2-Refer all dock leasing and sales inquiries to Leasing Agent, if available.

3-Assure the harbor is ready for operation in the Spring, obtain help as needed.

- Docks ready

- Power peds ready (power, lights, tops, etc.)

- Utilities operational for docks, buildings, and grounds

- Clubhouse ready for use

- Lighthouse ready for use

- All interior and exterior lighting operational

- Gates operational (car and pool gates)

- New codes on clubhouse doors and pedestrian gate by May 1

- Sprinkler system fully operational

- Pump out machine ready for use

- Fish Cleaning Station ready for use

- Porta-Johns ready for use

- Trash dumpsters ready for use

- Side by side UTV ready for use

- Cameras fully operational

- WIFI fully operational

- Cable TV fully operational

4-Assure check-in forms are completed for all slip holders in the marina.

- Proof of insurance

- Contact Info

- Slip Details

- Boat Details

5-Negotiate and secure competitive contracts in January and February for:

- Lawn care (mowing, fertilizing, weed control, and sprinkler system)

- Dumpsters and refuse removal

- Porta-Johns

- Clubhouse cleaning

- Security

- Pool opening / closing

- Wastewater pump out

- Any others not listed

6-Assure the harbor is safe and maintained throughout the season.

- Walk the docks regularly, looking for tripping hazards, loose boards, wiring issues, popped nails and screws, etc. weekly

- Address issues as they arise and make repairs as necessary

- Trim shrubs and trees, maintain flower beds

- Enforce no trailer policy on WLYH property

7-Write up Incident Reports to document serious incidents, and forward to the DBM promptly.

8-Open, maintain, and close the pool, enforce pool rules.

9-Hire temporary summer help for weeding, gardening, minor repairs, & general labor, subject to DBM approval.

10-Maintain list of tasks for temporary help.

11-Manage the Everyday Operations, Maintenance, and Wages (excluding Projects) Budgets.

- Assure the Treasurer has approved all project wages and materials in advance of hours being worked and materials being purchased

- Contribute to the control of other budget line items

- 12-Manage & provide oversight of volunteers and projects they take on. Coordinate cost control with Treasurer.
- 13-Maintain a daily marina status report (Stop Light Report) and provide copies to the board monthly, at a minimum, before board meetings.
- 14-Manage the pump out service.
- 15-Coordinate vacation/absence coverage with the DBM to assure the marina has coverage at all times during the season.
- 16-Enforce Marina Rules with all boaters.
- 17-Control gate card access. Assure payments are made for all gate cards.
- 18-Monitor laundry facilities and collect change for deposit from machines on a regular basis.
- 19-Contribute ideas to reduce cost and improve revenue throughout the year.
- 20-Secure DBM approval for expenditures greater than \$250.
- 21-Secure DBM approval for outside contractors (plumbing, electrical, sprinkler, etc.).
- 22-Manage outside winter storage of boats on WLYH property.
- 23-Clean, organize, and maintain Harbormaster office, barn, and boneyard.
- 24-Perform tasks as requested by DBM.
- 25-Report any tasks performed that are not on this document so it can be updated.
- 26-Keep daily logbook of tasks completed.
- 27-Manage clubhouse rental.
- 28-Attend monthly Board meetings, turn on water and heat, close up after.
- 29-Gate repairs as necessary, grease twice per year.
- 30-Secure the harbor for winter at the end of the season.
 - De-icers (bubblers) placed on wall docks (turned on and off as weather dictates)
 - All wall docks on chains
 - Water system winterized
 - Clubhouse winterized
 - Sprinkler system winterized
 - Power turned off where possible
 - 2 underground pump out tanks
 - Dumpster service on seasonal hold at end of October
 - Install plywood over Fish Cleaning Station windows
 - Ensure all gate cards are turned off except for Board members and Harbormaster
- 31-Perform off season tasks (December, January, February, March).
 - Drive through twice weekly, and during inclement weather, report issues to DBM
 - Weekly, monitor clubhouse, club house furnace, docks, heat lamps, well pit, and bubblers
 - Common areas cleared of all articles left behind (bikes, chairs, grills, umbrellas, cords, dock lines, etc.)
 - Side by Side UTV oil changed and necessary maintenance done
 - Change furnace filter in Clubhouse
 - Oversee snowplowing
 - Hand shovel gate areas
 - Hand shovel walkway to clubhouse for meetings