



TOWN OF MATTAPOISETT

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POLICE DEPARTMENT

JASON KING, CHIEF OF POLICE



Summary:

The Marine Resource Officer is a sworn Law Enforcement official who is responsible for administrative and supervisory work. This includes patrol and incident response, the protection of life and property, and the detection, prevention, and suppression of crime. The Marine Resource Officer supervises part time employees, Assistant Harbormasters, Deputy Harbormasters, and manages the Town's waterways and related public facilities under authority set forth in M.G.L. Chap 102 and MGL Chap. 90B. The Marine Resource Officer will work cooperatively with both the boating public, both commercial and recreational, and waterfront property owners in accordance with all Town bylaws, ordinances, as well as State and Federal laws.

Supervision:

The Marine Resource Officer works under the supervision of the Chief of Police or his/her designee and follows all the policies and procedures, and all requirements of the Mattapoissett Police Department. Reports directly to the Chief of Police.

Position Scope of Duties and Responsibilities:

Responsibilities include but are not limited to:

- Patrols town and adjacent waterways to ensure the safety of the boating public, compliance with environmental rules, and the lawful conduct of commercial activities, with more intense patrolling from May 1 to November 1.
- Supervises and directs all departmental employees. Assigns duties, monitors performance, and immediately advises the Chief of Police or designee of serious crimes or infractions of departmental rules and regulations. This includes preparing and submitting required reports on incidents occurring during shifts including findings of preliminary investigations and periodic follow-up reports; ensuring required subordinate reports are submitted in accordance with applicable rules and reviewing reports for completeness & accuracy per the department policies.
- Monitors and evaluates the performance of subordinates annually and provides written documentation meeting the requirements of the Mattapoissett Police policies and procedures and POST (Police Officers Standards and Training).
- Provides or arranges for training of all subordinate employees, including part-time or seasonal employees, and advises Chief of Police or his/her designee of same.
- Receives dispatch orders & responds to emergency situations or serious crimes and takes charge of crime scene until relieved by an appropriate law enforcement official.
- Enforces relevant Federal, State and Local laws, by-laws, & regulations.
- Makes arrests, performs searches and seizures; conducts investigations; interviews witnesses, suspects,

and complainants. Processes persons placed under arrest.

- Responds to all marine emergencies and provides all reasonable assistance, including emergency medical assistance under the policies and procedures of Mattapoissett Police EMS.
- Prepares departmental budget in conjunction with the Chief of Police.
- Develops and oversees the record-keeping of the department, including accounts payable and year-to-date expenses; plans and submits annual and supplementary budget requests; completes annual waterways permitting under MGL Ch 91 Sec 10A; and procures equipment, materials, & supplies.
- Works with other Town departments including Public Works, Police, Fire, & Animal Control on issues and problems of mutual interest and concern.
- Maintains positive working relationships with officials from adjacent towns, the commercial fishing community, the Massachusetts Environmental Police, the US Army Corps of Engineers, and other relevant local, state, and federal agencies.
- Checks, cleans, and maintains personal gear, equipment, departmental vessels, and vehicles to ensure proper and safe operation. Including keeping accurate maintenance records.
- Checks, cleans, and maintains harbor facilities. This includes the performance of routine housekeeping chores to items such as docks, floats, piers, & aids to navigation.
- Operates and oversees the maintenance of public launch ramps, landings, moorings, and related facilities.
- Serves as the primary interface with the public on all matters related to the harbor.
- Manages mooring assignments, compliance, inspections, locations and database.
- Applies for grants funding opportunities through the Clean Vessel Act, Massachusetts Seaport Economic Council, Massachusetts Public Access Board, US Army Corps of Engineers, Chapter 9, BIG and any other opportunities that pertain to waterways and harbor improvement projects.
- Works with the Fire and Police Departments, US Coast Guard and other agencies to plan for the Town's response to significant marine events and emergencies; including but not limited to, coastal storms, oil spills, waterfront fires, and mass casualty incidents; as well as in the coordination of non-emergency public safety activities and operations.
- Attends all Marine Advisory Committee meetings.
- Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies & enforces all relevant Ordinances pertaining to pollution.
- Monitors and keeps clear all navigation channels.
- Keeps up to date on current developments in the law, regulations, and court rulings.
- May perform the duties of a firefighter, if necessary, to suppress or prevent boat or dock fires.
- Works with Marine Advisory Board.

Qualifications:

To be considered, candidates must possess, at minimum:

- A minimum of an Associate's degree, Bachelor's degree is preferred. Three to five years of directly related experience, or any equivalent combination of education and experience.
- Must be POST certified and submit certificate with application. Must complete all training required by MGL Chapters 102, 130 (Shellfish Warden) and the Massachusetts Harbor Master Training Council.
- A minimum of ten years' marine experience with demonstrated seamanship skills to include: small boat

handling, heavy weather operation, navigation, stem towing, alongside towing, de-watering vessels, rules of the road, & port operations. Successful completion of a Coast Guard approved Captains License course may be substituted.

- Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, & Global Positioning System (GPS).
- Demonstrated management skills including budget preparation and management, staff supervision, scheduling & report writing.
- Up to date IT skills required, including word and data processing, spreadsheets and PowerPoint. Knowledge of IMC is preferred.
- Demonstrated ability to effectively communicate (oral, written and electronic) with the boating public, elected officials, boards and other waterway s agencies.
- Qualified First Responder for emergency medical care. (EMT required within 1 year)
- Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
- Working knowledge of basic operational techniques & preventive maintenance of outboard engines & small boats.
- Experience managing a waterways-related organization is preferred.
- Familiarity with applying for and managing grants preferred.

Other Requirements:

- Valid Massachusetts Motor Vehicle License
- First Responder Certification
- POST Certified
- Class A License to Carry Firearms
- Qualify and maintain currency semiannual pistol, rifle, and shotgun
- Upon hire or within 1 year, obtain EMT license
- Must pass a background investigation as required by POST
- Physical fitness Exam
- Medical Exam
- Psychological Exam

Please submit cover letter, resume & application to mlorenco@mattapoisett.net