Bonnet Shores Fire District
130 Bonnet Shores Road, Narragansett, Rhode Island 02882
— Established 1932 —

Harbormaster

Posting and Draft Job Description

February 5, 2026

Job Posting: Harbormaster (Part-Time Employee Position)

The Bonnet Shores Fire District is seeking a qualified individual to serve as **Harbormaster** for our community. The Harbormaster oversees and manages the safe and orderly use of the harbor, moorings, and surrounding waterfront areas.

Introduction:

The Bonnet Shores Fire District Act of Incorporation was amended on May 8, 1974 (74-S 2641 A) to authorize the appointment of a harbormaster (the "Harbormaster"). The Harbormaster's various powers and duties are described in this document.

Position Summary:

The Harbormaster is responsible for overseeing the safe, orderly, and lawful use of the Bonnet Shores Fire District (BSFD) community's harbor, waterways, moorings, docks, and related facilities. This role ensures compliance with local ordinances, state and federal boating regulations, and promotes safe and enjoyable use of the waterfront for residents and visitors. This role reports to the Bonnet Shores Fire District Council Chair and maintains close coordination with the District Manager.

Key Responsibilities

- Manage daily operations of the harbor, including moorings, slips, docks, and public access areas.
- Issue and maintain records of mooring and docking permits, waitlists, and vessel registrations.
- Monitor vessel traffic and respond to safety concerns, hazards, or violations.
- Serve as a point of contact for boaters, residents, law enforcement, and emergency responders.
- Assist with search and rescue, fire, spill response, and other on-water emergencies as needed.
- Oversee maintenance of harbor facilities, floats, docks, signage, and equipment.
- Prepare reports annually/bi-annually or upon request by the BSFD Council. Work with the BSFD Treasurer to develop robust revenue tracking and mooring utilization reports.
- Work in alignment with the BSFD District Manager or directly with the Interlocal Trust to ensure the harbor area is up to date according to BSFD insurance requirements.
- Develop and implement seasonal opening and closing procedures for harbor facilities.
- Educate the boating public on safe practices, environmental protection, and community rules.
- Coordinate harbor volunteers with District Manager (if applicable).

- Coordinate with the Town of Narragansett Harbor Master for enforcement of rules and regulations and applicable State/ Federal boating laws.
- Partner with the Bonnet Shores District Manager to align operations with community priorities and regulations.
- Harbor Management Plan Maintenance and Execution:
    - Execute the Storm preparedness plan as described in Appendix 2 of the Bonnet Shores Fire District Harbor Management Plan, adopted by the Bonnet Shores Fire District Council May 20, 2020.
    - Adhere to the BSFD Harbor and Harbor Ordinance and execute the Harbormaster responsibilities described within Appendix 4 of the Bonnet Shores Fire District Harbor Management Plan, adopted by the Bonnet Shores Fire District Council May 20, 2020.

Qualifications

- Knowledge of boating, navigation, and harbor management practices.
- Familiarity with state and federal boating regulations.
- Strong communication, conflict and problem resolution skills.
- Ability to operate and maintain small boats and marine equipment.
- Detailed record-keeping and strong administrative skills.
- Boating safety certifications preferred (if required).
- Previous experience in harbor operations, law enforcement, or maritime services a plus.

Working Conditions

- Seasonal - Workload will vary with peak boating season.
- Outdoor - Work in varying weather conditions; requires boating and physical activity.
- Hours – Flexibility is required to accommodate unforeseen situations (i.e. weather emergencies).

Compensation:

- This position offers a salary of $6,000 annually.

How to Apply:

- Interested candidates should submit a letter of interest, résumé and employment application to the District Manager at district.manager@bonnetshores.org by March 15, 2026.

    Link to BSFD Employment Application