



Bonnet Shores Fire District

130 Bonnet Shores Road, Narragansett, Rhode Island 02882

Harbormaster

Posting and Job Description

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 and applicable harbor regulations and management plans as adopted and amended by the Council.

Position Summary:

The Harbormaster is responsible for overseeing the safe, orderly, and lawful use of the Bonnet Shores Fire District (BSFD) harbor, waterways, moorings, docks, and related facilities. This role ensures compliance with local ordinances, state and federal boating regulations, and promotes safe and equitable waterfront use.

This role reports to the Bonnet Shores Fire District Council Chair and maintains close coordination with the District Manager and any designees/liaisons appointed by the Council.

Key Responsibilities

- Manage daily operations of the harbor, including moorings, slips, docks, and public access areas.
- Enforce community ordinances, harbor regulations, and applicable state and federal boating laws as authorized by District ordinance and applicable law.
- Issue and maintain records of mooring and docking permits, waitlists, and vessel registrations and administer mooring assignments in accordance with adopted ordinances, policies, and established waitlist procedures.
- 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.
- Provide support and coordination assistance to authorized emergency response agencies as requested.
- Oversee maintenance of harbor facilities, floats, docks, signage, and equipment.
- Work with the BSFD Treasurer to develop robust revenue tracking and mooring utilization reports.
- Prepare reports annually/bi-annually or upon request by the BSFD Council.

- 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.

Coordination & Safety Administration

- Coordinate harbor volunteers with District Manager (if applicable).
- Coordinate with the Town of Narragansett Harbormaster for enforcement of rules and regulations and applicable State/ Federal boating laws.
- Partner with the Bonnet Shores District Manager or Council Chair/appointed designee 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 (May 20, 2020.)
 - Adhere to the BSFD Harbor and [Harbor Ordinance](#) and execute the Harbormaster responsibilities described in Appendix 4 of the Bonnet Shores Fire District [Harbor Management Plan](#),

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.
- Strong administrative and record-keeping skills.
- Boating safety certifications preferred
- Previous experience in harbor operations, law enforcement, or maritime services preferred

Working Conditions

- Seasonal workload with peak boating season demand.
- work in varying weather conditions requiring physical activity and boating.
- Schedule flexibility required for emergencies and unforeseen events.

Compensation:

- This position is a part-time employee salary position of \$6,000 annually within the boating season, inclusive of all regularly scheduled duties.

Application Process:

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

[Link to BSFD Employment Application](#)