

**RESOLUTION NO. 21-102**

**A RESOLUTION OF THE COMMISSIONERS OF QUEENSTOWN TO  
ADOPT A JOB DESCRIPTION FOR THE POSITION OF  
HARBORMASTER AND APPOINT THE POSITION**


WHEREAS, the Commissioners of Queenstown have determined that it is desirable and in the public interest to establish the position of Harbormaster and to adopt a job description for the position.

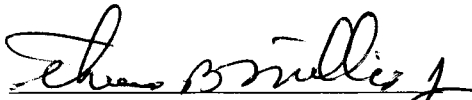
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Queenstown that the Harbormaster Job Description, attached hereto and incorporated by reference herein, is hereby ADOPTED.

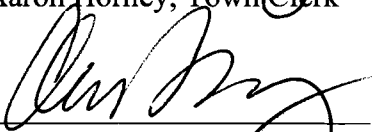
RESOLVED, this 26 day of May, 2021.

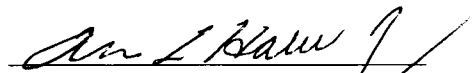
WITNESS:

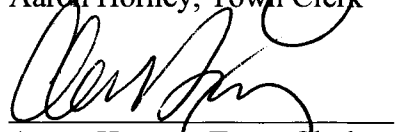
TOWN COMMISSIONERS FOR THE  
TOWN OF QUEENSTOWN:

  
\_\_\_\_\_  
Aaron Horney, Town Clerk

  
\_\_\_\_\_  
Thomas B. Willis, Jr., President

  
\_\_\_\_\_  
Aaron Horney, Town Clerk

  
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Alton Hardee, Jr., Commissioner

  
\_\_\_\_\_  
Aaron Horney, Town Clerk

  
\_\_\_\_\_  
Bryon Callahan, Commissioner

## **TOWN OF QUEENSTOWN**

### **Harbormaster Duties & Requirements**

1. Harbormaster shall be a resident of the Town of Queenstown.
2. The position of Harbormaster is a volunteer position with no compensation.
3. The Harbormaster shall be appointed to a (1) one-year term by the Town Commissioners of Queenstown.
4. Town issued cell phone will be provided for use during term(s) of appointment.

#### Duties to include:

1. Monitor First and Second Avenue docks for compliance with posted rules and regulations.
2. Monitor Skipjack Cove boat ramp and parking area for compliance with posted rules and regulations.
3. Primary contact for requests, questions and concerns of slip renters and boat ramp/landing permit holders.
4. Report all violations to posted rules and regulations, including slip rental regulations, to Town Office.
5. Report damages to equipment or property, as well as any regular maintenance repairs found to be required, to the Town Office.
6. Primary contact for requests to use Second Ave. dock for overnight docking by transient boaters. Harbormaster will monitor stay of boater to ensure compliance with the rules and regulations.