

Civil Service Title: Supervising Dockmaster
Title Code No: 81660
Office Title: Supervising Dockmaster

Level: NA
Salary: \$53,171 - \$65,077
Work Location: TBD
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision, perform supervising work in the operation of docks and piers at the West 79th Street Boat Basin in Manhattan, World’s Fair Marina in Queens or Sheepshead Bay Marina in Brooklyn.
- Coordinate work with Senior Marina Manager and Chief Dockmaster.
- Supervise Dockmasters, Maintenance Workers, City Park Workers, City Seasonal Aides and Job Training Participants.
- Enforce published dockage rates, Dockage Permit Terms of Agreement requirements, the rules and regulations set forth in Chapters 3 and 4 of Title 56 of the Rules of the City of New York (Marina Rules) and marina standard operating procedures.
- Ensure all required agreements, vessel insurance and registrations are furnished by all permitted and transient customers.
- Oversee the collection of fees and ensure staff accurately records payments in a timely and orderly fashion. Strictly enforce the City’s prohibition against the receipt of tips or any other form of gratuity.
- Respond to and advise upon any emergency, storm or boating safety situations involving the marina.
- Communicate clearly and effectively to the public, subordinates and superiors. Coordinate with city, state and federal enforcement agencies as appropriate.
- Advise management of any unusual or unsafe conditions.

QUALIFICATION REQUIREMENTS

1. Three (3) years of experience in a responsible position in the docking of vessels, care of docks as a port surveyor, dockmaster, harbor master or pier superintendent, one (1) year of which shall have been in a supervisory capacity; or
2. A satisfactory equivalent.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent supervisory, administrative and communication skills.
2. Valid New York State driver license.
3. Proficiency in Microsoft Word and Excel.
4. Available to work evenings and weekends as needed.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 233004**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 233004**

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POST DATE: 02/26/16	POST UNTIL: 03/18/16	Job ID#: 233004
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NOTE: All resumes must be received no later than the last day of the posting period.