



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 311303

Office Title: Supervising Dockmaster

Civil Service Title: Supervising Dockmaster **Title Code No:** 81660 **Level:** NA

Salary: \$55,000 - \$65,000

Number of Positions: 1 **Work Location:** TBD

NYC Parks' Marine Division manages and maintains the agency's in-house marinas and other boating facilities citywide, providing dockage, launching and vessel services to the boating public year-round. The division maintains the agency vessel fleet and provides on-water response and support as needed. The division coordinates closely with myriad Parks divisions and partner agencies and advises on policies related to city waterways and its growing recreational usage.

Major Responsibilities

- Under administrative supervision, perform supervising work in the operation of docks and piers at the 79th Street Boat Basin in Manhattan, World's Fair Marina in Queens or Sheepshead Bay Piers in Brooklyn.
- Coordinate work with Director and Deputy Director of Citywide Marine Operations.
- Supervise Dockmasters, Maintenance Workers and City Park Workers.
- 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 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.
- Assist in supervising marine-based special projects and contractor work, including waterway debris removals.
- 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.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 311303**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 311303**.

Include your ERN and **Job ID# 311303** on your cover letter and resume.

All other applicants:

Click here to apply: [Supervising Dockmaster](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 311303**

POST DATE: 10/27/17

POST UNTIL: 11/17/17

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115