

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Posting № 83342**

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

Level: NA
Salary: \$50,000 - \$60,000
Work Location: TBD
Number of Positions: 3

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 Marina Manager and Chief Dockmaster.
- Supervise Dockmasters, Maintenance Workers, City Park Workers, City Seasonal Aides and Job Training Participants.
- Enforce all published rates for dockage, Dockage Permit Terms of Agreement requirements as well as 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, valid 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 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.

To apply, please submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Fax: (917) 849-6490
Attention: JVN# 846-11-83342
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 12/17/10

POST UNTIL: 01/14/11

JVN: 846/11/83342

NOTE: All resumes must be received no later than the last day of the posting period.