



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 593158

Office Title: Supervisor of Waterfront and Marine Operations

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$59,116 - \$91,768

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

NYC Parks' Waterfronts and Marine Division operates and maintains marinas and boating facilities citywide. The division operates and maintains the agency's vessel fleet and provides on-water response as needed. The division manages delivery of in-water capital construction projects. The division serves as the infrastructure liaison for the agency's 165 linear miles of engineered and natural shoreline. The division manages the recently established office of marine debris disposal and vessel surrendering. The division coordinates agency-wide with the business development, planning, capital, natural resources, operations, and special events divisions. The division participates in citywide task forces and implements policies concerning the city's waterways and its growing recreational usage.

NYC Parks offers innovation, leadership, the satisfaction of public service, and a place to grow and develop your career. Full-time employees are also eligible for a wide variety of City benefits and perks.

Major Responsibilities

- Under general supervision from the Chief of Waterfront & Marine Operations with wide latitude for independent judgment, ensure that agency marinas, full vessel fleet and related in-water marine assets citywide are utilized and maintained in a safe, secure and publicly accessible manner.
- Directly supervise division staff including Chief and Supervising Dockmasters, Maintenance Workers and City Park Workers, located at agency-run marinas in Manhattan, Queens and Brooklyn.
- Oversee enforcement of all published rates, dockage permit terms, the rules and regulations set forth in Chapters 3 and 4 of Title 56 of the Rules of the City of New York and marina standard operating procedures. Ensure staff collect all appropriate fees as well as all required permits, vessel insurance and registration documentation from customers.
- Oversee marina site preparations, staffing, emergency response, and reconstitution of operations, including clear and consistent communications both internally and externally, during coastal storm and other heavy weather events.
- Serve as the Marine Facility Security Officer and primary contact with U.S. Coast Guard, U.S. Customs and Immigration, NYPD Harbor Patrol, and FNDY Marine units in matters related to agency marina facilities; attend related safety briefings.
- Respond directly to on-water emergencies and boating safety situations involving agency marinas, boat launches and related in-water facilities.
- Supervise marine-based special projects and contractor work, including site-wide marina repairs and dredging within agency marinas.
- Assist in the drafting, solicitation, procurement and supervision of contract services at marinas and boat launches citywide.
- Direct all public marine-based educational programming at agency marinas and community docks, including coordination with historic tallships and other educational providers.
- Advise and assist as directed on matters related to public access and use of city waterways, including development and implementation of on-water safety procedures and best practices.
- Communicate clearly and effectively to the public, subordinates and superiors. Coordinate with city, state and federal enforcement agencies as required. Advise senior management of any unusual or unsafe conditions.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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 within 90 days of hire for all other candidates.

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NYC Parks

Preferred Skills/Qualifications

1. Five years of experience in the docking of vessels and the caring for docks.
2. Three years of supervisory experience.
3. A baccalaureate degree from an accredited college.
4. Excellent administrative, communication and organizational skills.
5. Excellent interpersonal and customer service skills.
6. Ability to respond to and lead others in response to emergency situations involving risks to human life and safety.
7. Strong personal accountability and ability to promote and enforce accountability among colleagues.
8. Ability to lead by example in motivating a diverse team.
9. Valid New York State driver license.

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 Careers and search for **Job ID# 593158**. 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 Careers and search for **Job ID# 593158**.

Include your ERN and **Job ID# 593158** on your cover letter and resume.

All other applicants:

Click here to apply: [Supervisor of Waterfront and Marine Operations](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 593158**.

POST DATE: 07/14/2023

POST UNTIL: 08/04/2023

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

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