

HARBOR MASTER (CITY OF RYE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the City Manager and Commissioner of Public Safety, an employee in this class is responsible for operating a patrol boat to enforce New York State Navigation Law and local ordinances along City of Rye waterways in addition to performing a wide variety of duties in the operation and maintenance of the marina including meeting the general public, issuing permits, collecting fees and supervising maintenance and repair work. Supervision may be exercised over a small number of maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works with the City of Rye Police Department Marine Division to enforce New York State Navigation Law and City of Rye harbor ordinances and dock laws in all City of Rye waters including enforcement of laws regulating the proper use and speed of craft in local waters such as mooring violations, speeding violations, and safe operation violations;

Maintains orderly and safe boating conditions in City of Rye waters;

Provides assistance to vessels, kayakers, paddle boaters or swimmers in distress in the harbor or vicinity, including vessels taking on water;

Checks harbor conditions following storms or hurricanes and submits reports as required related to job function, such as dredging reports;

Supervises maintenance and repairs of all equipment, assets and property such as markers, buoys, floats, docks, ramps, office building and lockers;

Lays out and installs various types of buoys, markers, poles, speed floats, and other navigation aids in City harbor and channels in accordance with federal and state guidelines;

Issues mooring, docking, storage and launching permits;

Collects permit fees and keeps of City of Rye boat basin records including the number, size and types of boats using harbor facilities;

Plans the hauling, launching and storage program of boats;

Assigns space for winter storage of boats;

Maintains grounds and parking areas;

Oversees painting and placement of all docking equipment;

Recommends construction or alteration of facilities or repair of existing dock facilities;

Prepares annual budget for the City of Rye boat basin;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares and maintains records and reports of fees collected, personnel and equipment utilization, and work completed;

Orders necessary equipment and supplies;

Participates in the training for use of, operation, and maintenance of the agency's vessels and related equipment in compliance with all PESH/OSHA standards;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of harbor facilities and equipment operations, maintenance and safety standards; thorough knowledge of marine law enforcement and vessel operations; thorough knowledge of the geography of local waterways and water systems; good knowledge of boat handling; good knowledge of nautical calculations and terminology; good knowledge of the methods, tools and materials used in marina work; good knowledge of Coast Guard requirements and local harbor and dock laws; good knowledge of New York State Navigation Law; ability to enforce local marine ordinances with tact and firmness; ability to handle finances and keep records; ability to keep records and prepare activity reports; ability to establish and maintain effective working relationships with City officials, boat operators, and the public, and all other harbor partners at various levels of government; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; good judgment in emergencies; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of supervisory experience where the primary function of the position was boatyard, harbor or marine operations, maintenance and/or repair including or supplemented by one (1) year of experience in law enforcement, commercial vessel operations**, or service in the US Navy or Coast Guard in a rating that operates vessels or conducts marine law enforcement duties.

SUBSTITUTION: Possession of a current United States Coast Guard Master's license, for which at least 360 days of service were needed to qualify for examination, will substitute for the one (1) year of specialized work experience described above.

**DEFINITION: Commercial vessel operation experience is defined as experience as a ferry operator (Coast Guard licensed), tow boat /barge operations or crewmember, merchant mariner, or in tanker operations.

SPECIAL REQUIREMENTS:

It is the responsibility of the appointing authority to verify and ensure that candidates meet all requirements for Peace Officer status in New York State at time of appointment and throughout the course of employment including:

1) Candidates will be required, after appointment, to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. Those positions authorized by law under Section 2.10 of CPL to carry a firearm must also complete the Initial Firearms and Deadly Physical Force Course within 6 months of their appointment.

2) Candidates will be required to complete training requirements as listed below:

- Basic Course for Peace Officer (200 hours) including Vehicle & Traffic Law Module
- Standardized Marine Patrol Vessel Operators Curriculum (200 hours)
- Marine Law Enforcement (40 hours)
- Impaired Boaters Recognition Program (40 hours)

3) At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles.