

Class Concept

This is administrative and supervisory work in directing all maintenance and/or operational activities of the ferry system within the Ferry Division. Position plans, coordinates, and directs all operational activities involved in operating a fleet of free and toll ferries along the North Carolina coast. Work involves supervising district superintendents and working closely with them in establishing and maintaining adequate daily operational schedules, coordinating maintenance and repair of vessels, shore facilities, ferry slips and channels. Work also involves the direct responsibility for ensuring adherence to U.S. Coast Guard, State, and Federal policies, rules, and regulations governing ferry operations. This includes short and long-term planning, goal setting, establishing priorities, evaluating and developing maintenance systems, approving and adjusting production schedules for both preventive, routine and emergency field maintenance and all major shipyard work. Position also is responsible for directing the maintenance of shore installations, reviewing and assisting in the development of plans and specifications for facility construction or modification, directing and controlling the division hazardous and toxic substances program, directing the centralized supply and logistics function for fuel oil, parts inventory and other operating supplies, and for disposing of all surplus buildings, vessels and equipment. Position develops, prioritizes, justifies and administers the maintenance and materials operating budget, the ten-year capital improvement budget, and the division imprest cash fund. Public relations are an important part of the work, involving direct contact with the general public, travel associations, U. S. Coast Guard inspection and licensing personnel and other state and federal personnel. Work is performed under the general supervision of the Director, Ferry Division, but the position is expected to exercise independent judgment in the development, interpretation, application and enforcement of policies, rules, and regulations. Work is reviewed and evaluated through conferences, personal inspections by the director, written reports, and public response to services.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the North Carolina coastline, major roads and the highway system.
- Considerable knowledge of the Department of Transportation's rules, regulation, and policies governing the administrative aspects of ferry operations.
- Considerable knowledge of the technical requirements for managing a ferry district.
- Considerable knowledge of the operation and maintenance of ferry facilities including docks, vessels, areas and other building structures.
- Working knowledge of engineering requirements necessary to maintain harbors and channels.
- Ability to plan, coordinate, and supervise the activities of subordinate personnel.
- Ability to maintain accurate inventories of personnel, equipment, property, and office supplies.
- Ability to exercise judgment and discretion in interpreting and applying policies and procedures.
- Ability to establish and maintain effective working relationships with the general public, civic and travel associations, and other Department of Transportation, state and federal personnel.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two years of progressive experience in the operation and maintenance of marine equipment including some in a supervisory or managerial capacity; or

High school or General Education Development (GED) diploma and six years of progressive experience in the operation and maintenance of marine equipment, including some supervisory experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.