

Class Concept

Positions direct all vessel and shore personnel as well as oversee shore support facilities including building and vessel maintenance, equipment, and supplies. Positions analyze and recommend operating budgets and negotiate/recommend maintenance and repair contracts with government and private service providers. Work involves planning and scheduling crew complements for vessel operations and managing overtime work for seven-day week operations that vary seasonally according to traffic volumes. Positions also direct and oversee the enforcement of safety standards implemented by OSHA, U.S. Coast Guard, Federal Communications Commission, and other State and Federal enforcement agencies. Positions ensure that vessels are staffed with U.S. Coast Guard certified crewmembers through records management.

Recruitment Standards

Knowledge, Skills, and Abilities

- ✦ Thorough knowledge of all applicable United States Coast Guard regulations.
- ✦ Considerable knowledge of the operation and maintenance of ferry vessels.
- ✦ Ability to plan, supervise, coordinate, and evaluate the work of subordinates.
- ✦ Ability to establish and maintain effective working relationships with the general public as well as ferry operations and maintenance personnel.
- ✦ Ability to plan and schedule based on varying criteria such as traffic volumes, crew and vessel availability, labor and operation cost reduction constraints.

Minimum Education and Experience

Associate's degree from an appropriately accredited institution and four years of experience in office management or related administrative work; or,

High school or General Educational Development (GED) diploma with six years of experience in office management or related administrative work; 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.