

Class Concept

This position directs all ferry terminal operations, which includes oversight of all vessel and shore personnel. Position is responsible for directing all ferry facilities support staff involving ferry terminals, docking standards, ferry properties, and maintenance infrastructure. Position provides administrative leadership by analyzing and recommending operating budgets and negotiating/recommending 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 Occupational Safety and Health Administration (OSHA), U.S. Coast Guard (USCG), Federal Communications Commission (FCC), 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 governing ferry operations, appropriate vessel staffing, and safety regulations
- Considerable knowledge of the ferry vessel operations, maintenance infrastructure, and terminal facility logistics
- Ability to interpret and enforce federal and state safety regulations, including OSHA, USCG, FCC and Transportation Security Administration (TSA) requirements
- 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, and 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.

Necessary Special Requirement:

Possession of a valid Ordinary Seaman (OS) Certificate issued by the U.S. Coast Guard within 90 days of hire.