

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2103100

Navigation Manager, NS

Brief Description of Class Series

The Navigation Manager manages the Canal system's navigation program to ensure safe and efficient travel by approved vessels, as well as access to and use of the system by local public and private organizations.

This position is classified only at the Canal Corporation.

Distinguishing Characteristics

Navigation Manager: one position class; reports incidents, accidents, violations and maintenance issues to appropriate Canal Corporation and local and state officials; and serves as point of contact for exceptional travel on the Canal including cargo shipments and related matters, overnight cruises, distressed vessels and special events.

Illustrative Tasks

Collects information from Canal section staff regarding conditions on the canals resulting from weather events, maintenance operations, travel interruptions, infrastructure malfunctions, technical difficulties and emergency situations, and data about the number and types of vessels using the canal system.

Collects data and prepares reports regarding travel, traffic and commerce on the Canal to comply with legal and regulatory requirements.

Issues "Notice to Mariners (NTM)," as necessary.

Monitors weather conditions along the canal system, including water levels, and issues advisories to mariners regarding impacts on the opening and closing of the waterway, depth restrictions, and travel interruptions.

Assists section staff in the resolution of operational problems and situations requiring the assistance of local emergency management, public safety officials and DEC where necessary by ensuring that the right parties are notified and activated in a timely

manner.

Helps division and section staff determine where and when emergency maintenance, repairs or system closures are necessary, and makes recommendations as appropriate.

Coordinates with Canal section and division staff along with New York Power Authority (NYPA) public affairs to communicate conditions and situations affecting canal operations and vessel travel on the canal system.

Ensures that information is communicated/entered into the CMIS (Canal Information Management System), the Canal Corporation website, NTMs and alerts to Canal division and local public and law enforcement officials as appropriate.

Maintains and updates navigation information on Canal's website along with boater/tourist information such as boats for hire, marinas and public docks.

Coordinates the updating of bathymetry maps on the website.

Interacts directly with canal system users regarding canal conditions, rules and regulations regarding travel on the canal system, including answering questions and handling requests for information.

Reviews and proposes updates/changes to the rules and regulations regarding the use of the Canal system.

Minimum Qualifications

Open-competitive: five years of progressively responsible experience in a water transportation facility including canals, harbors, marinas, or wharfs used for recreational and commercial watercraft passage, docking, or servicing.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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