

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

Classification Standard

Occ. Code 7821200

Marine Services Representative, Grade 18	7821200
Senior Marine Services Representative, Grade 23	7821300
Marine Services Manager, M-1	7821400

Brief Description of Class Series

Positions in this series apply technical knowledge and skills, requiring specialized training and experience, to enforce compliance with various provisions of the New York State Navigation Law and ensure the protection and safety of vessel and vehicle operators and passengers.

These positions are classified only in the Office of Parks, Recreation and Historic Preservation (OPRHP).

Distinguishing Characteristics

Marine Services Representative: journey level; requires possession of a U.S. Coast Guard license; administers public vessel operator licensing and vessel inspection programs; assists in design and implementation of boating education programs; investigates boating accidents.

Senior Marine Services Representative: one-position class; supervises Marine Services Representatives; maintains the State fleet of patrol vessels and vehicles related to the marine and recreational vehicles programs.

Marine Services Manager: manager; oversees the OPRHP marine and recreational vehicles programs.

Illustrative Tasks

Marine Services Representative

Assists in the preparation of and conducts written and practical examinations of commercial boat operators or operator engineers.

Prepares and updates operator manuals.

Conducts on-site inspections of power-driven vessels carrying passengers or freight for hire on the State's navigable waters.

Supervises installation, maintenance, and removal of navigational aids and removal of waterway obstructions.

Audits navigation law enforcement claims by reviewing vouchers and special grant applications against reimbursement criteria, preparing pertinent correspondence, ensuring that State and federal property is used appropriately, and arranging for proper disposition of property.

Assists in designing and implementing boating education programs and trains local law enforcement officers to conduct various courses.

Reviews applications for permits for the placement of navigation aids on State waters and for the holding of boat regattas and issues permits, as appropriate.

Inspects existing State-operated marine facilities to determine compliance with safety procedures and agency regulations and recommends improvements.

Inspects boat liveries for compliance with navigation laws and agency regulations.

Collects license and permit fees and fines for navigation law violations and serves as agency contact for park police, law enforcement agencies, U.S. Coast Guard, and the general public regarding laws, rules, and regulations, stolen vessel inquiries, accidents, arrests, and emergencies.

Represents the agency at conferences, trade shows, and public meetings and acts as advisor to other agency personnel on marine construction, equipment, and safety.

Senior Marine Services Representative

Prepares and supervises the administration of examinations of commercial boat operators and engineers.

Schedules, assigns, and reviews the work of subordinate Marine Services Representatives.

Manages the Aid to Navigation program.

Purchases, registers, and arranges for the delivery and maintenance of the State fleet of patrol vessels.

Writes specifications and procedures to contract for the purchase of boats.

Designs and implements the boating education program.

Supervises the design and production of agency boating informational material and attends conferences, workshops, and technical training sessions.

Marine Services Manager

Oversees the public safety inspection program for commercial passenger carrying vessels and the licensing of public vessel operators.

Supervises staff who coordinate and administer New York Safe Boating courses and oversees the development and distribution of course materials.

Oversees the administration of a grants program that allocates grants to help fund marine law enforcement patrols as well as many marine law enforcement training programs.

Administers programs related to Anti-Theft, Regulatory Permits, Aid to Navigation, and Boating Infrastructure Grant (BIG) Program.

Oversees the agency's Snowmobile Program, which includes but is not limited to developing and implementing a grant program, reviewing and approving applications for funding, safety and education training and law enforcement training.

Manages and maintains snowmobile and related equipment owned by the agency and required for the operation of snowmobiles for demonstration, training, and other purposes consistent with established safety standards.

Prioritizes work for functional units and reviews unit work products.

Directs the preparation and production of statistical, financial, and narrative reports regarding bureau programs.

Makes recommendations to program managers on personnel issues including: recruitment, hiring, promotion and transfer of staff; evaluating staff performance; counseling and discipline; and training.

Minimum Qualifications

Marine Services Representative

Open competitive: possession of a U.S. Coast Guard license as a pilot, master, or mate qualified for unlimited gross tons on any ocean or possession of a U.S. Coast Guard license as a Marine Engineer qualified for unlimited horsepower, and graduation from a Maritime Officers Training School, or either three years of satisfactory marine

experience while holding the required Coast Guard license, or three years of satisfactory marine experience as an officer in the Federal Civilian or Armed Services or as a Marine Consultant.

Senior Marine Services Representative

Promotion: one year of service as a Marine Services Representative.

Marine Services Manager

Promotion: one year of service as a Senior Marine Services Representative.

Open-competitive: eight years of professional administrative or law enforcement experience in the administration of a passenger carrying vehicle or commercial vessel program, including at least two of the following functions: overseeing public safety inspection for passenger carrying vehicles or vessels; administering vehicle operator safety courses; administering law enforcement patrols and training programs; and/or writing grant proposals to obtain federal funding. At least one year of this experience must be supervisory.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

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.

06/2022

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