



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Administrative Director of Marine Maintenance, M-I	Title Code # 83007
OFFICE TITLE Marine Port Engineer	SALARY \$53,051-\$117,000
BUREAU/DIVISION/UNIT Marine Operations	LOCATION Pier A North River, New York

JOB DESCRIPTION

The selected candidate will perform the following duties: research and advise on the preparation of specifications and on projects connected with vessel dry dockings and for conversions or modifications to vessels. Provide cost estimates and monitor budgets for projects. Perform field surveys of assigned projects from prior to inception through completion to monitor progress, including, but not limited to: research of drawings/technical manuals, classification surveys, and regulatory agency compliance and vessel reports. Incorporate required items into specifications. Ensure contractor compliance with project specifications. Prepare final/completion reports for projects. Track and monitors vessel/barge preventive maintenance systems, machinery and hull conditions for maintenance issues that may need to be addressed during dry dockings/projects. Monitor, update, file and distribute all vessel survey, certificate and regulatory requirements. Plan and schedules inspections of vessels and submission of reports and documentation to insure completion by required due dates. Assist with Root Cause and follow-up inquiries of any vessel-related non-conformities, observations, near-misses and accidents. Monitor and documents dry dockings, projects, and specification submission time lines. Supervise and review the work of subordinate staff. Work closely with FDNY Marine Engineers and security department to ensure strict adherence to safety standards and environmental protection guidelines for all projects.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and five years of full-time satisfactory experience in the repair and maintenance of gasoline, diesel and diesel/electric engines/motors and auxiliary marine equipment including repair and maintenance of steel, aluminum and fiberglass vessels; eighteen months of which must have been in a high-level supervisory or administrative capacity.
2. Education and/or experience equivalent to "1" above. Education from accredited college may be substituted for experience on the basis of one year of college for 6 months of experience. However, all candidates must have a high school diploma or its educational equivalent and the eighteen months of high-level supervisory or administrative capacity as noted above.

PREFERRED SKILLS:

USCG Unlimited Horsepower Marine Engineer

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. ****Please note that only candidates considered for an interview will be contacted.****

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/>

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/>. REFER TO JOB ID # 224055 .

DATED: December 14, 2015 ***POST UNTIL*:** Until Filled

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."

-Forbes magazine, on "[America's Best Employers 2015](#)" The Fire Department is an Equal Opportunity Employer.