

**ADMINISTRATIVE DIRECTOR OF MARINE MAINTENANCE**  
**(NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. All personnel perform related work.

Under executive direction with wide latitude for the exercise of independent judgment and initiative, formulates and advises on policy affecting marine maintenance and repair operations. Coordinates and directs the procurements, maintenance, and repair activity for the fleet.

Serves as the agency technical expert on boat, maintenance, repair and construction. Makes recommendation on matters affecting maintenance and repair schedules, and purchase of new boats.

Represents the Department before oversight agencies and contractors in matters affecting procurement of materials, maintenance contracts, and purchase of new boats and related equipment. Corresponds with manufacturers regarding new technology. Provides on-site inspections of shipyards as required.

Formulates preventive maintenance schedules and procedures to assure maximum efficiency of the fleet. Implements productivity improvements to minimize costs.

Develops drydock specifications as required to maintain and/or upgrade the fleet. Conducts pre-bid conferences with vendors. Reviews, monitors, and approves maintenance and repair contracts. Serves as on-site Department representative during major overhauls of boats. Coordinates various phases of such projects. Prepares specifications for purchase of new boats.

Manages expense and capital budgets, including contractual services such as dry docking, short hauls, open market labor, parts and consultant contracts. Coordinates inter and intra-agency repair, maintenance and procurements functions.

**ADMINISTRATIVE DIRECTOR OF MARINE MAINTENANCE**  
**(NY HELPS PROGRAM)** (continued)

**General Statement of Duties and Responsibilities** (continued)

Assures the timely procurement of necessary equipment, parts and supplies needed to maintain the fleet and related marine equipment. Responsible for storehouse operations. Develops programs and procedures to maintain highest standards of inventory control.

Develops performance specifications, tool and equipment requirements, storage, and compartment spaces for present and future boats.

Supervises and reviews the work of subordinate staff in the performance of their duties. Establishes work priorities, reviews repair requisitions and develops daily work schedules to maintain the fleet at optimum operating condition. Develops and maintains productivity monitoring programs for subordinate staff and progress toward on-going targets.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and five years of satisfactory full-time 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; 18 months of which must have been in a high-level supervisory or administrative capacity; or
2. Education and/or experience equivalent to "1" above. Education from an 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 high school diploma or its educational equivalent and the eighteen month of high-level supervisory or administrative experience as noted above.

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**(NY HELPS PROGRAM) (continued)**

**Note**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Director of Marine Maintenance (83007)” as competitive class employees.

**Probationary Period**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.