

ASSISTANT WATERWAYS MANAGEMENT SUPERVISOR

Department: Environmental Control

Classification: Competitive

Specification Number: 2880

Approved: 4/12/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from high school and four (4) years of experience in harbors, waterways, marine facilities, or in shellfish management, two (2) years of which must have been in a supervisory capacity.

Note: Additional education from a college with federally-authorized accreditation or registration by NY State may be substituted for non-supervisory experience on a year-for-year basis.

PROMOTIONAL

Two (2) years of permanent competitive status as a Bay Management Specialist II.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for assisting in maintaining the environmental quality of Town waterways. Programs include shellfish management, license issuance, enforcement of Town codes pertaining to waterways management, boat berthing facilities and public information. Supervision is exercised over technical and clerical employees. Work is performed under the supervision of the Waterways Management Supervisor who reviews the work through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in the direction of a program to detect violations of Town waterways codes;

Assists in the supervision of a shellfish management program, including surveillance of clam beds, removal of clams from polluted waters and issuance of licenses;

Assists in the supervision of the use of waterways for boating, fishing and shell fishing;

Conducts inspections and surveys of boat berthing facilities;

Prepares reports to the public concerning the programs and activities of the agency;

Supervises technical and clerical personnel.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the ordinances and programs relating to Town waterways and their use; thorough knowledge of shellfish management and wetlands preservation and restoration; good knowledge of investigation and inspection procedures applicable to the facilities in and around Town harbors and waterways; ability to plan, assign, supervise and review the work of a technical and clerical staff in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.