DESCRIPTION OF WORK

This is administrative and supervisory work in directing all operational activities of the ferry system within the Office of Highways - Ferry Division. Employee plans, coordinates, and directs all operational activities involved in operating a fleet of free and toll ferries along the North Carolina coast. Work involves supervising district superintendents and working closely with them in establishing and maintaining adequate daily operational schedules, coordinating maintenance and repair of vessels, shore facilities, ferry slips and channels. Work also involves the direct responsibility for ensuring adherence to United Coast Guard, State, and Federal policies, rules, and regulations governing ferry operations. Public relations are an important part of the work, involving direct contact with the general public, travel associations, U. S. Coast Guard inspection and licensing personnel and other state and federal personnel. Work is performed under the general supervision of the Director, Ferry Division, but the employee is expected to exercise independent judgment in the development, interpretation, application and enforcement of policies, rules, and regulations. Work is reviewed and evaluated through conferences, personal inspections by the director, written reports, and public response to services.

EXAMPLES OF DUTIES PERFORMED

Establishes priorities and coordinates the repair and winter overhaul of all ferries and dredges. Gives administrative and technical supervisory assistance in the maintenance of ferry facilities including docks, ships, harbors, channels, rest areas, and other building structures. Coordinates the maintenance and repair of shore facilities. Coordinates the maintenance of ferry channels between district superintendents and the dredge superintendent. Performs all management activities required to maintain an effective operation including personnel management, budget preparation and control, and preparation of various reports required within the Department of Transportation, and by the United States Coast Guard. Inspects facilities and vessels for compliance with Department of Transportation and U. S. Coast Guard rules, regulations, and policies which govern the safe and efficient maintenance and operation of ferries. Answers inquiries and complaints concerning ferry operations from the general public, civic and travel associations, and other state and federal officials. Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the North Carolina coastline, major roads and the highway system. Considerable knowledge of the Department of Transportation's rules, regulation, and policies governing the administrative aspects of ferry operations. Considerable knowledge of the technical requirements for managing a ferry district. Considerable knowledge of the operation and maintenance of ferry facilities including docks, vessels, and areas and other building structures. General knowledge of engineering requirements necessary to maintain harbors and channels. Ability to plan, coordinate, and supervise the activities of subordinate personnel. Ability to maintain accurate inventories of personnel, equipment, property, and office supplies. Ability to exercise judgment and discretion in interpreting and applying policies and procedures.
Ability to establish and maintain effective working relationships with the general public, civic and travel associations, and other Department of Transportation, state and federal personnel.

Minimum Education and Experience

Graduation from high school and six years experience in the operation and maintenance of marine equipment, including some supervisory experience; or an equivalent combination of education and experience.