

NAVIGATION OFFICER

STANDARD NO(S):

NYSLEAP# 2.2,11.1

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Navigation Officer in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – The work involves responsibility for patrolling the navigable waters within the geographical jurisdiction of Seneca County. Supervision is received by senior employees of the Sheriff's Department. The position does not entail supervision. Does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Operates Sheriff's patrol boat in order to maintain the safety of private vessels;
2. Checks vessels for proper safety equipment as provided by the New York State Navigation Law;
3. Inspects marine sewage and controlled devices;
4. Keeps records and logs of patrols;
5. Removes debris from navigable waters that may be hazardous to boaters;
6. Monitors parks and recreation buoys;
7. Provides assistance to vessels in need or distress;
8. May operate a marine radio.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of the New York State navigation law and local boating ordinances;
2. Good knowledge of the geography of local waterways;
3. Good knowledge of the operation and maintenance of power boats and marine equipment; skill in the operation of a power boat;
4. Ability to make inspections;
5. Ability to work with people in stressful situations;
6. Ability to prepare written material;
7. Ability to understand written and verbal instructions;
8. Physical condition commensurate with the demands of the position.

- C. The position of Navigation Officer must meet all civil service requirements.**
- D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.**

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

Demonstrated ability to operate power boats and marine equipment. Ability to swim.

- E. Seneca County is an Equal Opportunity Employer**