

CITY OF GLEN COVE

EMPLOYMENT OPPORTUNITY

THE CITY OF GLEN COVE
announces the following process for hiring for the position of

HARBOR MASTER

About this Position: Harbor Masters are peace officers that work seasonally from late spring to late fall. Shifts are usually on weekends. The trainee pay rate is \$15.00 per hour which may be increased to \$18.25 per hour after completion of the Peace Officer Training Program, and most employees work about 100 to 150 hours per year.

About this Process: Applications are accepted continuously, and candidates are processed as needed. Qualified candidates are processed as follows – any candidate that is unsuccessful at any step will not proceed to future steps. The City reserves the right to limit the number of candidates that are processed based on the needs of the City.

Phase 1: Application → Initial Interview → Qualifying Exams → Background Investigation → Selection
Phase 2: Conditional Offer → Medical, Psychological & Polygraph Exams → Appointment

Non-Competitive Classification: Harbor Master positions are considered non-competitive as employees in this title work less than 500 hours in the calendar year. While competitive positions require appointment off an eligible list after a competitive exam, non-competitive positions do not require appointment off an eligible list. However, non-competitive class appointments do require that candidates meet certain criteria such as minimum qualifications and the passing of non-competitive exams as described below.

Distinguishing Features of the Class: These duties involve responsibility for locating, maintaining and assigning mooring spaces and maintaining navigable channels to ensure the safe and orderly flow of boating traffic in a town or village harbor. The work is performed under the general direction of a supervisor in accordance with the U.S. Coast Guard. Does related work as required.

Typical Work Activities: Assigns mooring spaces to power and sailboats; Lays out and installs various types of buoys, markers, speed floats and other navigational aids; Maintains safe and orderly boating conditions; Makes frequent inspections to ensure proper mooring and compliance with regulations; Maintains records and prepares reports of harbor activities.

Required Knowledge Skills and Abilities: Working knowledge of the operation and maintenance of harbor equipment; working knowledge of the nautical terminology; ability to establish and maintain satisfactory working relationships with town and village officials, boat operators and the general public; ability to enforce regulations and ordinances with tact and firmness.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma; and possession of a Boater Safety Certification, a CPR Certification and a valid NYS Driver's License.

Note: This classification requires candidates pass a non-competitive examination in which the ability to swim unassisted for 50 yards and the ability to safely operate a power boat are demonstrated. In addition, nominees for appointment are required to undergo qualifying medical exam which will include a psychological screening and drug testing.

Once appointed, incumbents are required to complete peace officer training, weapons training and EVOC training, and candidates are required to maintain all above listed certifications and licenses as a condition of employment.

Qualifying Examinations: Candidates selected for processing will be required to perform a practical demonstration of their ability to safely operate a power boat and demonstrate an understanding of the concepts of boater safety. Candidates will also be required to demonstrate their swimming ability by swimming unassisted for approximately 50 yards in the open water.

Post-Employment Offer Medical Review: Candidates who successfully complete the physical fitness screening elements as well as other relevant pre-offer conditions shall undergo a medical review conducted by a qualified physician or practitioner which includes psychological screening. Such medical review shall be conducted only after a conditional offer of employment has been given to the candidate. All candidates must be found physically able, with or without reasonable accommodations, to perform the essential job functions of an entry-level police officer. Copies of the medical standards are available upon request from the Glen Cove Civil Service Commission.

Background Investigation: Applicants are required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Candidates for this peace officer position are required to submit to a polygraph and drug testing.

Drug/Alcohol Testing During Employment: The City of Glen Cove strives to be a Drug Free Workplace, and the City seeks to provide a workplace free of controlled substances (illegal drugs and drugs that have medical uses but are highly addictive) and alcohol use by prohibiting the manufacture, sale, distribution, possession without prescription, and/or use of controlled substances and/or alcohol without a prescription in the workplace. To that end, the City has programs and policies relating to Reasonable Suspicion Drug & Alcohol Testing, Random Drug & Alcohol Testing of Drivers of City Vehicles and DOT Drug & Alcohol Testing for CDL Licensed Drivers.

Peace Officer Training Program: New officers are required to complete the 99 hour basic course for peace officers and the 47 hour initial firearms training which may require full-time attendance at the training academy over multiple weeks. In the 99 hour basic course the officers will learn about the criminal procedure law as it relates to their duties, along with the penal law. Additional topics to be covered will be interacting with the public, traffic stops, defensive tactics, arrest procedures and others as required by the state Municipal Police Training Council.

Applications: Applicants must meet the minimum qualifications and copies of the required certificates and licenses must be submitted with the applications. Applications for this position may be obtained from and returned to the Personnel Office in City Hall, Room 205 located at 9 Glen Street, Glen Cove, NY 11542.

Applications will be accepted continuously, and candidates will be processed periodically.

This posting is for filling a part-time peace officer position, which requires completion of a training program to continue in employment. Preference may be given to City of Glen Cove residents. For more information about Civil Service employment call (516) 676-4814.

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued: 5/21/2015)