Waterfront Director Job Description

Deadline to Apply: January 31, 2022
Intended Start Date: March 15, 2022
To apply: Applicants will need to submit a resume and cover letter via the link below:
https://app.smartsheet.com/b/form/192f647bdca34d20a52f496dded9ec08

The Billion Oyster Project’s Waterfront Director is an energetic, hands-on individual who genuinely embraces a fast-paced environment with multiple and simultaneous responsibilities. The position requires an enthusiastic problem-solver with a healthy mix of hard and soft skills that will help Billion Oyster Project develop and expand waterfront assets, and implement more water-dependent programs.

What you’ll do: Billion Oyster Project is seeking a Waterfront Director as we develop and expand our waterfront assets, and implement more water-dependent programs. As a Billion Oyster Project (BOP) employee, the Waterfront Director will report to the Director of Finance & Operations with directive from the Executive Director and work closely with the New York Harbor School Waterfront Director, especially in regards to all School owned assets. The Waterfront Director will be responsible for the safe operation and good working order of all waterfront assets and will verify and monitor all safety and pollution prevention activities.

With the support of the Waterfront Manager and in collaboration with the New York Harbor School (NYHS) Waterfront Director, the BOP Waterfront Director will ensure that all BOP/NYHS Waterfront assets are in safe working order; implement the day-to-day scheduling of BOP/NYHS’s seven vessels, docks and marine facilities on Governors Island and the Brooklyn Navy Yard; develop operating, maintenance, and training procedures; serve as Captain or crew aboard BOP/NYHS vessels; ensure adherence to the Standard Operating Procedures; compel proper log and record-keeping; report and analyze non-conformities, accidents, and hazardous occurrences; ensure that adequate resources and shore-based support is provided; and assist in development endeavors, Professional Advisory Committee meetings, award dinners, regattas, Billion Oyster Project events, and waterfront fundraising and support.

The BOP Waterfront Director will assist in the implementation of BOP/NYHS current and future waterfront capital projects including but not limited to those on Governors Island and the Brooklyn Navy Yard.

The Waterfront Director reports to the Director of Finance and Operations.

Core responsibilities: (Land-Based)

- Ensure that all BOP/NYHS Waterfront assets are in safe working order and ready to be deployed
- Manage the day-to-day and annual scheduling and logistics planning of BOP/NYHS vessels and professional crew
- Monitor & Develop Safety and Risk Assessment for all vessels with the Waterfront Management Team
- Coordinate the maintenance and operation of all vessels, workshops and marine facilities on Governors Island and the Brooklyn Navy Yard
- Manage implementation and training for compliance with the Waterfront Standard Operating Procedures
- Maintain Waterfront budgets. Manage and ensure that procurement of supplies, and contracting services comply with BOP Accounting Procedures.
- Provide support on grant applications and funder grant reporting activity & updates as appropriate and needed
- Manage hiring and payroll for Waterfront contractors
- Manage all BOP/NYHS vessels’ documentation and insurance as per Waterfront Operating Procedures
- Create and manage vessel response plan for spills and other environmental issues
Core responsibilities: (Underway)
● Serve as Captain or crew aboard BOP/NYHS vessels
● Develop operating and training procedures for all vessels in collaboration with the Waterfront Team
● Train and certify BOP staff in vessel operations, as needed
● Supervise and instruct students while underway in accordance with NY Harbor School curriculum
● Work hands-on with other BOP staff in the field

The Billion Oyster Project’s Waterfront Director responsibilities include but are not limited to:
● Participates in the Vessel Operation and Marine System Technology Professional Advisory Committee
● Fulfills adult leadership requirements for the afterschool NYHS Waterfront Club with the support of the Waterfront Manager.
● Assist in Billion Oyster Project development and fundraising endeavors

You must have:
● Comfort/dexterity working with teachers and students in classroom and field settings, including on-water operations
● US Coast Guard Master of Sail and Motor Vessels
● FCC Marine Radio Operator Certificate
● First Aid/CPR/AED Certification
● Maintain OSHA 30 hour course certificate

You’ll be a good fit if you:
● New York State Teacher Certification or New York City Substitute Teacher Certification; or demonstrated willingness to acquire such
● Tall Ship or similar experiential education experience
● Research, marine operations management
● Diesel/electrical/construction engineering experience

Salary, Benefits and Perks

Billion Oyster Project’s Waterfront Director starting salary will range from $70,000 to $85,000.

This is a full-time, year-round position at the New York Harbor Foundation d/b/a Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:
● A generous vacation and PTO policy
● Health, dental, vision and life insurance
● 401K plan
● An inspiring working environment on Governors Island in New York Harbor.

● FSA plan
● Pre-tax commuter program
● Citi Bike discount
Who we are and the work we do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Additional Information

Employment Authorization
Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tristate area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Health and Safety
NYC requires that anyone working in a DOE building to be fully vaccinated against Covid-19. Billion Oyster Project is located in a NYC Department of Education (DOE) Building on Governors Island and requires all employees and contractors must be fully vaccinated and show proof of their vaccine status prior to their start date. Additionally, all employees and contractors of Billion Oyster Project are required to follow our COVID-19 protocols to control the spread of COVID-19 and to ensure the health, safety, and welfare of our employees, partners and program participants.

Fingerprinting
Any person working in the NYC DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency’s Personnel Eligibility Tracking System roster.