



Classic Harbor Line - Operations Manager

Our mission at Classic Harbor Line (CHL) is to exceed expectations of hospitality aboard our multi-passenger classic yachts.

We believe that hospitality is a warm welcome and the continued care and appreciation of our passengers and each other. We believe genuine care for others is fundamental to achieving our safety standards.

The Classic Harbor Line Operations Manager oversees the operations needs for CHL NY. They directly manage the Vessel Operations Coordinator, Scheduling Coordinator, Assistant Operations Manager, and marine crew.

Responsibilities Include:

General Duties

- Oversee waterfront operational needs for CHL NY
- Read Shutdown Reports and respond to issues as needed - coordinate resolution of issues with Operations and Maintenance/Engineering teams.
- Oversee Boat Managers to ensure that operations are running smoothly on each vessel.
- Compile Weekly Admin Email with information from all departments
- Oversee seasonal procedures/shift roll outs/communications/SOPs
 - 4th of July
 - Fall Foliage
 - Cocoa and Carols
- Communicate safety related communications and SOPs to all marine and dockside staff.
- Oversee the scheduling team to build appropriate schedule keys based on skills and training and fill needed shifts.
- Manage vessel safety
 - Crew safety training and readiness
 - USCG safety compliance
 - Sailing vessel rig checks
- Coordinate annual deliveries to/from Albany of CHL NY vessels
- Serve as on-call weekend manager on a rotational basis with other operational managers.
- Payroll duties
 - Correct time cards and variable pay rates for operations staff
- Assist with other projects as needed and actively work with other staff to find collaborations and possible improvements to operations.

Operational Safety

- Ensuring on board safety supplies are up-to-date and functioning: first aid kits, safety gear, etc.
- Working with the staff development team to design and lead annual new hire training boot camps focused on maritime safety
- Schedule and/or lead First aid CPR recertifications

Compliance and Records

- Schedule USCG COI inspections and work with the Vessel Operations Coordinator to prep boats/crews accordingly.
- Oversee crew drug testing program: scheduling and compliance
- Monitor official documents for vessels and work with Scarano Boat Building to ensure documents are up-to-date
- Compile year-end work lists for CHL NY vessels and communicate winter maintenance needs with Scarano Boat Building

Waterfront Operations

- Oversee dock crew and facilities team to ensure proper waterfront appearance and readiness
 - Scheduling and time cards
 - Work lists
 - Training
 - Dockside safety gear
- Identify needed projects and task list for dockside marine staff

Skills and Other Requirements

- A minimum of 5 years of professional maritime experience, preferably in the passenger vessel industry
- Familiarity with USCG regulations and requirements
- Valid USCG License, minimum 100 Gross Ton Inland Master
- Valid USCG Medical Certificate
- A good foundation of marlinespike seamanship
- Basic knowledge of marine systems
- Strong organizational and communication skills
- Knowledge of New York Harbor preferred
- Ability to pass a DOT 5 Panel Drug Screen and enter a random drug testing program for the term of employment
- Ability work outside in all conditions: rain, snow, heat
- Competency in MS Office and Google Suite

Work Location

Chelsea Piers, New York

Compensation

\$105,000 - \$120,000 salary

Year-end bonus

Additional captain work as needed @\$30/hr plus gratuities

Benefits

Health, dental, and vision benefits available for full-time employees

401k with 4% match after one year of employment for full-time employees

Gym membership

To Apply

Send resumé and cover letter to: employment@classicharborline.com