



JOB TITLE:	<b>DEPUTY GENERAL MANAGER – FERRY</b>	DIVISION:	<b>FERRY</b>
REPORTS TO:	<b>GENERAL MANAGER</b>	EEO CATEGORY:	<b>01 – EXEC</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>LARKSPUR</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

The Deputy General Manager - Ferry Division plans, organizes and directs all activities and functions of the Ferry Division, including administration, operations and maintenance and performs related duties as required. The Deputy General Manager-Ferry Division performs duties, subject to executive approval and within limits of Board policy guidelines. The incumbent in this class exercises the maximum degree of initiative and judgement in developing, coordinating and executing policies, programs, methods and procedures relating to operations, maintenance, administration and associated activities. Supervises the installation of cost control procedures and training programs to effect safe, efficient and economical ferry transit service. Represents the District at meetings of other ferry transit agencies. Responsibilities include continual high-level personal contact with transit agency personnel, civic groups, members of boards and commissions and others to discuss and resolve transportation problems and with representatives of union organizations to settle labor disputes. Prepares proposals for and negotiates labor memoranda of understanding. May be appointed by the General Manager to act on his/her behalf in his/her absence.

### Essential Responsibilities

- Plans, organizes and directs the administration, operations, maintenance and marine engineering activities of the Ferry Transit Division; coordinates services with the Bus Transit Deputy General Manager and with other transit agencies.
- Acts as a liaison between the Board of Directors, its committees and the Ferry Division on ferry transit policy, programs and related matters; prepares detailed reports and recommendations for agenda items.
- Establishes guidelines, reviews and approves the Ferry Division budget for presentation to the Board of Directors; recommends purchase of necessary major equipment including watercraft.
- Represents the Golden Gate Bridge, Highway and Transportation District at national and regional meetings related to ferry transit operations.
- Oversees labor relations matters related to the Ferry Division, which includes a lead role in negotiations and arbitration of grievances. Conducts final step grievance hearings and appeal decisions with unions operating in the Ferry Division.
- Participates in the preparation and issuance of bid documents by the District and makes recommendations to the Board regarding acceptance of bids received.



- Makes recommendations to the General Manager on staffing and wages in the Ferry Division.
- Reviews and coordinates schedule changes and service expansion/reduction plans.
- Studies methods to bring about economical staffing and equipment use while providing maximum service.
- Conducts special studies and investigations on transportation problems and prepares reports for the General Manager, Directors and District Committees as requested.
- Coordinates with and makes recommendations to District engineers and architectural consultants concerning marine construction contracts.
- Responds to evening and weekend emergency calls as needed.
- Supervises and directs staff within the Division.
- Ensures that appropriate safety and health policies, procedures and programs are effectively implemented; that adequate resources and priority are assigned to correcting hazardous conditions, and that applicable safety program activities are carried out.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Marine transportation policies, programs and procedures including schedules, rates, routes, maintenance activities, general marine operations, legal contracts and Federal grant funding.
- Principles, policies, and practices of management and administration, policy development and implementation, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution, business report writing, and modern office systems and business software.
- Labor relations techniques and negotiations in a union environment.
- District Policies and Labor Agreements (MOUs)
- Occupational health and safety rules and working practices applicable to this position.

### Skill in or Ability to:

- Demonstrate business acumen, integrity, and good judgment.
- Interact tactfully and persuasively with others in controversial situations.
- Maintain effective professional relationships at all organizational levels, with Board of Directors, District Officers, managers, and with other agencies.
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues.
- Plan, prepare, review, and present clear and concise findings and reports to Boards of Directors, District Officers, managers, staff, and the public.
- Collect, synthesize, and analyze a variety of information.
- Effectively develop and evaluate staff.
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.
- Create and persuasively communicate vision in the support of the District's overall direction through excellent written and verbal communication and presentation skills.



## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree in Marine Transportation, Business or Public Administration, or related field from an accredited college or university.
- Ten years of responsible management and executive level experience in a major transportation system, which must include substantial marine experience, including a minimum of five years of experience directly supervising subordinate personnel.

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two (2) moving violations within the last 3 years. No DUIs or reckless driving infractions within the last 7 years. Operates District vehicles on a regular basis.
- United States Coast Guard License is desirable

### Physical Requirement:

Most work is performed in an office environment but duties may also include bending, kneeling and ability to climb shipyard ladders and scaffolds and access terminal docking structures. Occasional work around fumes, odors, dust, and high-noise environments with appropriate personal protective equipment. Routine use of computer, telephone and other office equipment. Must be able to work outside in all weather conditions as required.