



JOB TITLE:	FERRY MAINTENANCE MANAGER	DIVISION:	FERRY
REPORTS TO:	DIRECTOR OF ENGINEERING AND MAINTENANCE	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	LARKSPUR

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

Under the general direction of the Director of Engineering and Maintenance (Director), the Ferry Maintenance Manager will provide leadership and direction to the Ferry Maintenance Team, support vessel operations and District objectives. The Ferry Maintenance Manager will assure the vessels are operated to the highest standards. This includes supervision of all fleet maintenance and repair, compliance with regulatory issues and administering cost control measures. The Maintenance Manager is responsible for scheduling all work activities related to the Ferry Division Maintenance Mechanics, managing all aspects of the Ferry Division's maintenance program, providing timely reports to the Director on vessel performance, spare parts, and equipment reliability. The Ferry Maintenance Manager will comply with safety policies and champion safety initiatives.

Essential Responsibilities

- Manages Ferry Division maintenance staff on a day-to-day basis including scheduled work orders, vessel's operational needs, vacation, sick, emergency leave and all time cards.
- Works with the Director to inspect Ferry division assets to develop the maintenance plans.
- Develops long term plans that will feed work into the daily work plan.
- Oversees quality of maintenance work on the Ferry Division's vessels, facilities, and terminals
- Works with the shift leads and procurement staff to ensure all materials needed to complete scheduled work are available as needed to support the schedule.
- Manages subcontractors working on Ferry Division assets. Responsible for working with the Director and the procurement staff to ensure all subcontracting and materials are procured as per the District guidelines.
- Reviews vessel write-ups and maintenance staff feedback to identify future maintenance needs and campaign work required to ensure the highest level of reliability
- Reports discipline problems to the Director of Engineering & Maintenance to determine course of action.
- Performs quality control inspections of all maintenance work, subcontractor and shipyard work. The quality of the mechanic's work shall be the Maintenance Manager's sole responsibility. Subcontractor



and shipyard quality control shall be a shared responsibility with the Director at the direction of the Director.

- Evaluates mechanic's skills, knowledge and performance for use in identifying training needs and yearly reviews given by the Director
- Manages the Ferry Division's maintenance planning system in all aspects such that accurate records of maintenance work, including employee time and materials, are captured for future planning
- Manages all aspects of communication with mechanics between shifts to the Director and to Operations.
- Consistent with industry practices and mechanic's safety manual, ensure that all maintenance work is completed following established safe working practices utilizing the proper PPE for all mechanics and subcontractors.
- Works with operation's staff to troubleshoot, identify problems and provide resources to resolve issues that affect safe vessel operations.
- Manages the use of materials from the storerooms charged out to work orders so that inventory is kept accurate as required by procurement guidelines.
- Closely manages and keeps the Director and Operations Department apprised of all situations that affect a vessels usage. Any deficiency that could possibly be deemed a "no sail" item by the United States Coast Guard (USCG) shall be closely managed with all involved parties updated as required to have the least impact on operations.
- In conjunction with the Director, determines when and where vessels will be removed from service so that work can be scheduled accordingly.
- On-call 24 hours a day, 7 days a week as required to support operations, frequently required to be onsite two weekend days per month.
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Modern principles of management, leadership, administration, supervision and training, budget preparation, and business ethics.
- Applicable state and federal regulations regarding ferry vessel operations and the public transportation of passengers.
- District Policies and Labor Agreements (MOUs).
- Occupational health and safety rules and working practices applicable to this position.
- Equipment for troubleshooting and diagnosis so that accurate repair directions can be relayed to mechanics

**Skill in or Ability to:**

- Demonstrate strong planning skills for day-to-day activities that supports long-term plans.
- Demonstrate effective communication skills both orally and in writing.
- Exhibit high degree of confidentiality.
- Evaluate complex, stressful situations and initiate proper course of action with the appropriate emotional reaction.
- Adhere to and enforce all District policies, procedures, safety rules and regulations.
- Establishes and maintains effective working relationships fostering team building and motivation.
- Read and interpret MOUs and work effectively with union representatives.
- Interpret and enforce District policies and labor agreements.
- Use computerized record systems, personal computers, and to learn software programs applicable to the department.

Minimum Qualifications

Education and/or Experience:

- Minimum of 5 years of recent, full-time journey-level marine mechanic experience or equivalent experience to include a minimum of 3 years of supervisory experience.
- Vessel Fabrication and welding is desirable.
- Experience in other marine maintenance operations is desirable.

Physical Requirement:

24-hour on-call position which requires ability to work beyond standard office hours and respond to emergencies. Mobility to work in a typical office setting. Requires frequent and extensive physical activities such as lifting and manipulating up to 50 lbs., bending, standing, stooping, kneeling, twisting, climbing, gripping, and other movements related to essential duties. Working inside and outside in all weather conditions. Work around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment. Ability to wear a respirator. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.