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|-----------------|--|-------------------|--------------------------|
| JOB TITLE:      | <b>FERRY PROJECTS ADMINISTRATOR</b>              | DIVISION:         | <b>FERRY</b>             |
| REPORTS TO:     | <b>DIRECTOR OF ENGINEERING &amp; MAINTENANCE</b> | EEO CATEGORY:     | <b>02 – PROFESSIONAL</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

Under the general direction of the Director of Engineering and Maintenance, responsible for providing oversight and administrative support for Ferry Division Capital Projects. The Ferry Project Administrator will work with the Director on all phases of the Ferry Division Capital projects.

### Essential Responsibilities

- Follows direction from the Director on technical specifications for capital projects.
- Creates project specifications, scopes of work and other documentation required to put projects out to bid
- Manages third party subcontractor to create the technical definition required for the project.
- Completes onsite inspections, oversight and documentation of work performed.
- Creates detailed picture files of the work in progress, headcounts of labor applied and determine the labor force efficiency and appropriateness to the scope of work underway
- Responsible for working with the Contractors and the Director on all change order matters, provide information to the Director on why the change order is required, what the proposed change order amounts are and be the conduit between the Director and the Contractors on all negotiations, ensure that the scope of work has been completed and track labor and material dollars associated with the change order to ensure the pricing is fair and reasonable.
- Provides onsite direction and guidance for vessel and terminal projects to Contractors on the proper repair and installation of marine assets; and escalates to Director on matters that require and engineering interpretation for final determination.
- Responsible for coordinating training and documentation for vessel, terminal and maintenance crews including updating the vessels operations manual.
- Processes payment, bond and warranty items as per the Contract terms and conditions to include assisting the Director on verification of work invoiced, inspections and surveys for payment milestones and processing warranty claims with the Contractor.
- Coordinates training, and operational and maintenance documentation
- 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:

- District Policies and Labor Agreements (MOUs)
- Occupational health and safety rules and working practices applicable to this position.
- Project Management
- Technical specifications and Contract language
- Operation, maintenance and repair of high speed ferry vessel and marine terminals
- Contract process and government procurement rules

### Skill in or Ability to:

- Develop and maintain cooperative, effective, productive and tactful working relationships with vendors, manufacturers' representatives, District staff and others contacted in the course of the work
- Independently organize own work, set priorities and meet critical deadlines
- Demonstrate excellent oral and written communication skills
- Identify problems and initiate creative problem solving techniques
- Prioritize and organize work schedules to meet the District's goals and objectives
- Use computerized record systems, Maximo, MS Office (Outlook, Excel) and effective use of web resources.

## Minimum Qualifications

### Education and/or Experience:

- Minimum of 10 years of recent, full-time marine vessel and terminal operational and maintenance experience or equivalent experience.
- Must have at least 5 years of that experience in a public ferry operation or equivalent experience with maintaining, repairing and operating the vessels and the terminals preferred.
- Experience with crew and USCG requirements for the vessel operations manuals preferred.
- Experience with welding and mechanical systems desired.
- Experience as a licensed Captain or Engineer on vessels desired.



**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.

**Physical Requirement:**

Working inside and outside in all weather conditions. Work around fumes, odors and dust in an occasionally high noise level environment. Ability to access and inspect all above and below deck spaces and voids. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment