



JOB TITLE:	<b>MATE</b>	DIVISION:	<b>FERRY</b>
REPORTS TO:	<b>SUPERVISING VESSEL MASTER &amp;/OR VESSEL MASTER</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>CAN BE ASSIGNED IN LARKSPUR, TIBURON OR SAN FRANCISCO</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

At the direction of the Vessel Master, this position handles and/or oversees vessel navigation, docking, and assumes command of the vessel where directed by the master. The mate under direction from the captain/vessel master will be directly involved with the daily management of the deck crew, to ensure daily duties are carried out in an efficient timely manner onboard their vessels.

## Essential Responsibilities

- With instruction and supervision from the Vessel Master, handles vessel operations (maneuvering, docking, anchoring, etc.) as well as the operation of critical systems (electronic navigation aids, steering, de-watering, safety apparatus, etc.)
- Assists the Vessel Master in directing and supervising all staff on-board the vessel and ensure that each understands and performs his/her assigned duties adequately.
- Assists the Vessel Master in conducting orientation of new crew members and emergency drills prescribed by the US Coast Guard at intervals set by management.
- Assist the Vessel Master with the maintenance of an accurate daily vessel log and prepares such reports and documents as required by law and District policy.
- 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.

### Skill in or Ability to:

- Effectively assign, supervise, and review the work of subordinate personnel.
- Communicate effectively both in oral and writing from.
- Understand and carry out safe work practices.
- Work cooperatively with other District employees and with the diverse public in a courteous and professional manner in all circumstances.

## Minimum Qualifications

### Education and/or Experience:

- A high school diploma or GED equivalent.
- Requires a minimum of six months' actual vessel operating time within the last two years, for which the above license was a requirement of employment.
- Successful completion of the District's Vessel Master Familiarization Program.

### 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.
- A valid 100 gross ton operator's license or better, indicating appropriate route.
- A CPR and fire-fighting endorsement.
- An approved radar observer certificate (or endorsement on license if 300 G.T. or over).

**Physical Requirement:** Standing 100% of shift. Requires climbing stairs and rung ladders frequently. Lifting up to 50 lbs. Reaching overhead. Work inside and outside in all weather conditions.