



JOB TITLE:	<b>TERMINAL ASSISTANT</b>	DIVISION:	<b>FERRY</b>
REPORTS TO:	<b>FERRY OPERATIONS SUPERVISOR</b>	EEO CATEGORY:	<b>08 - SERVICE</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 TERMINAL</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 supervision, performs various duties relating to ferry terminal operations and maintenance. Performs additional related duties as required.

### Essential Responsibilities

- Keeps terminal sidewalks, parking lot and other areas in a clean and orderly condition as designated by management.
- Sweeps, mops, scrubs toilets, hallways and lobbies and empties cigarette butt and trash containers.
- Notifies supervisor of any major repairs required and any safety hazards observed.
- Maintains sufficient expendable supplies on hand for day-to-day maintenance operations.
- Cleans Division vehicles and all building window glass.
- Handles vessel mooring lines as required.
- Operates terminal janitorial and sanitary equipment as directed.
- Hoses off canopies and paved areas when required.
- Transfers boat and terminal supplies to and from storage for vessel.
- Collects passenger tickets, counts passengers and issues transfers as required.
- Opens and secures passenger areas as directed.
- Paints passenger waiting areas as defined in the jurisdictional working agreement.
- Assists the Operations Supervisor in the loading and unloading of passengers and other shore-side activities.
- 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 required.



## Required Knowledge, Skills and Abilities

### Knowledge of:

- General janitorial and building maintenance activities.
- District Policies and Labor Agreements (MOUs).
- Occupational health and safety rules and working practices applicable to this position.

### Skill in or Ability to:

- Communicate effectively with the general public.
- Understand and carry out oral and written instructions.
- Work cooperatively with other District employees and the public.

## Minimum Qualifications

**Education and/or Experience:** Two years' prior position related maintenance experience or equivalent training.

**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:** Frequently lift and carry up to 50 pounds. Stand at a minimum of 70% of shift. Frequent bending, twisting and stooping; climbs ladders. Exposure to solvents, epoxy and other materials. Work outside in all weather conditions.