



**POSITION:** FERRY MAINTENANCE MANAGER (PS101140)  
Position is located at the Larkspur Ferry Terminal

**OPEN TO:** ALL QUALIFIED APPLICANTS

**SALARY RANGE:** \$106,371.20 - \$128,585.60 annually plus excellent benefits  
*Employee pays up to 7% of salary/wage toward CalPERS retirement plan*

**DATE POSTED:** Wednesday, March 8, 2017

**CLOSING DATE:** Wednesday, March 22, 2017

**OPENINGS:** 1 Vacancy and to Create an Eligibility List

### **POSITION DESCRIPTION:**

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.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- 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.

#### **REQUIRED LICENSE(S):**

- Must possess and maintain a current, valid California Driver's License and a satisfactory driving record.
  - No more than 2 moving violations within the last 3 years.
  - No reckless driving and DUI within the last 7 years
  - Operates District vehicles on a regular basis

## **FERRY MAINTENANCE MANAGER (PS101140)**

### **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.

## **FERRY MAINTENANCE MANAGER (PS101140)**

- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required

### **REQUIRED KNOWLEDGE, ABILITIES, SKILLS:**

- Strong planning skills for day-to-day activities that supports long term plans
- Strong communication skills, orally and in writing; exhibit a high degree of confidentiality
- Strong knowledge of equipment for troubleshooting and diagnosis so that accurate repair directions can be relayed to mechanics
- Ability to evaluate complex, stressful situations and initiate proper course of action with the appropriate emotional reaction
- Ability to adhere to and enforce all District policies, procedures, safety rules and regulations
- Establishes and maintains effective working relationships fostering team building and motivation
- Computer skills including Maximo, Outlook, Excel, Word and effective use of web resources
- Strong knowledge of Union MOU as it applies to maintenance and employee management
- Ability to motivate, manage and lead people

### **PHYSICAL REQUIREMENTS:**

- 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

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## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

**For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).**

**The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.**

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### **THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. A copy of your DMV H6 printout - 10 year Driving Record (Scan and attach as PDF to your online application)
  - For *external applicants*: The applicant's submitted DMV H6 Printout should be dated within 30 days from the date of the job posting. **A complete DMV H6 report has the word \*END\* in capital letters at the end of the report.**
  - For *internal applicants (District Employees) who are part of the Pull Notice Program*, the Human Resources Department will request the applicant's DMV report upon receipt of the applicant's online application.

### **THE SELECTION PROCESS FOR THIS POSITION will include:**

- Assessment of education, training, and experience
- Oral Panel interview
- Department interview for final candidates
- Medical examination, post offer of "conditional employment"
- Background, Employment and Security Investigation

*\* This position is classified as "Safety Sensitive" and will be required to undergo Drug and Alcohol testing prior to employment and will be subject to further random urine and breath alcohol testing throughout the period of employment*

*\*\*The District will invite **ONLY** those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

**FERRY MAINTENANCE MANAGER (PS101140)**

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

**Revised: 03/07/2017 MP**

**Human Resources Administration  
Human Resources Department  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**