UNIVERSITY OF SOUTHERN CALIFORNIA

Ship's Captain

Job Code: 177175

Grade: J
OT Eligible: Yes
Comp Approval: 4/8/2008

JOB SUMMARY:
Serves as Ship's Captain of passenger-carrying vessels. Supervises ship's crew. Provides safe marine transportation services to faculty, staff, administrators, students, visitors, and guests. Provides customer service to these same constituents. Assists customers in understanding policies and procedures. Resolves customer issues by offering solutions, explanations, options or by arranging for service. Has responsibility and accountability for the safe operation of the craft and safety of all passengers and crew. Maintains vessels in the USC fleet to a high standard of safety and reliability. Assists in the University's Boating Safety Program. Provides training in small boat safety and operation for faculty, staff, students and visitors. Works under general supervision.

JOB ACCOUNTABILITIES:

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Serves as Ship's Captain of a passenger-carrying vessel. Transports passengers and light cargo to and from various destinations between San Pedro CA and various ports in the Southern California area utilizing vessels with passenger capacities up to 49 persons and crew. Has responsibility and accountability for the safe operation of the craft and safety of all passengers.

Assists with the boating safety program.

Maintains complete and accurate records of all safety-related incidents.

Conducts daily pre and post trip vessel safety inspections.

Maintains daily route schedule through adherence to assigned routes and time schedules.

Supervises employees and/or student workers. Assists in recruitment, screening, hiring and training of staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and recommends discipline and/or termination of employees as required.

Checks weather reports and various other sources of weather information to determine the safety and advisability of conducting each trip.

Provides customer service to faculty, staff, students, and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members.

Maintains knowledge of and compliance with all state and federal vessel operating rules and regulations and University policies and procedures. Communicates appropriate information to passengers.

Gathers facts and figures used to develop a budget. Provides forecasts and projections used to develop a budget. Provides financial status reports, as needed.
Maintains up-to-date knowledge of vessel mechanical, electronic and safety systems. Manages maintenance of vessel systems/repairs and contracts on USC vessels.

Takes appropriate action to safeguard the lives and property of passengers and crew in event of an emergency. Notifies appropriate agencies and persons regarding an emergency, if needed. Manages the emergency until assistance arrives or until vessel can be brought to a safe harbor.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- High School or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

- Vessel Operation (Passenger Transport) and customer service experience. Must possess and maintain a valid United Stated Coast Guard Master’s License with at least a 50-ton rating for coastal waters. Must possess and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration, and Automated External Defibrillator (AED). Demonstrate interpersonal skills.

**Preferred Experience:**

- 3 Years

**Preferred Field of Expertise:**

- Towing and sail endorsement certifications.

**Skills: Administrative:**

- Answer telephones
- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Compute totals
- Establish filing systems
- Gather data
- Input data
Maintain filing systems
Maintain logs
Prioritize different projects
Research information
Understand and apply policies and procedures

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Firefighting equipment
Global Positioning System (GPS) receivers
Lifeboats and lifesaving equipment
Marine autopilot equipment
Personal Computer
Photocopier
Radar system
Scientific data collecting instruments and tools
Typewriter
Very High Frequency (VHF) radiotelephone equipment
Vessel engine and instrumentation systems

Supervises: Level:

Supervises employees and student workers

Supervises: Nature of Work:

Service/Maintenance

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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