UNIVERSITY OF SOUTHERN CALIFORNIA

Deckhand

Job Code: 177179

Grade: F
OT Eligible: Yes
Comp Approval: 1/9/2013

JOB SUMMARY:

Serves as a deckhand of passenger-carrying vessels. Assists with providing safe marine transportation services to faculty, staff, administrators, students, visitors, and guests. Provides customer service to these same constituents. Assists in the University’s Boating Safety Program. Maintains and repairs registered skiffs, mooring systems and floats. Serves as a relief ship’s captain of a certified passenger-carrying vessel.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_________ ________ Assists in loading and unloading of passengers, passengers’ gear, cargo and supplies. Confirms passengers and cargo with ship’s manifest. Handles lines to moor vessel to wharves, ties up vessel to another vessel, or rigs towing lines.

_________ ________ Delivers pre-trip safety briefing. Assists with the boating safety program. Ensures safe departure of passengers at end of voyage. Lowers and mans lifeboat in case of emergencies.

_________ ________ Stands steering watches or lookout watches while underway.

_________ ________ Sweeps and washes decks, using broom, brushes, mops, and fire hose. Performs scheduled vessel maintenance, care for tools, supplies and equipment, and performs general housekeeping duties, as assigned. Splices and repairs cables and ropes using hand tools. Examines cables that hold vessels in tow and tightens cables to ensure vessels are snug.

_________ ________ Assists researchers with equipment during onboard projects, oceanic sampling, etc., as needed.

_________ ________ Adheres to university safety policy and procedures, environmental rules and governmental regulations.

_________ ________ Provides customer service to faculty, staff, students, and external customers.

_________ ________ Maintains and repairs USC Wrigley Institute registered skiffs including carpentry, fiberglass and epoxy molding and marine engines, as needed. Maintains and supports skiff sign out procedure. Conducts waterfront operation orientations.

_________ ________ Maintains and repairs all cross channel university vessels, mooring systems and floats. Uses an inventory of parts as necessary to handle mooring repairs.

_________ ________ Inspects and maintains water front facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties.
Serves as a relief ship’s captain of a certified passenger-carrying vessel and provides guidance and direction to deckhand, as needed. Has responsibility and accountability for safe operation of the craft and safety of all passengers.

Provides management with information regarding waterfront facilities and vessel usage, damage, and repair or maintenance needs.

Maintains currency on knowledge of vessel mechanical, electronic and safety systems.

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:**

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<th>Essential</th>
<th>Yes</th>
<th>No</th>
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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:**

- 0-1 year

**Minimum Field of Expertise:**

- Knowledge of boating safety and boating operation procedures and regulations. Ability to assist with piloting of a vessel. Knowledge of preventive boat maintenance and minor repairs. Excellent customer service skills. Must possess and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration and Automated External Defibrillator (AED), if serving as relief ship’s captain. Valid California Driver’s License.

**Preferred Education:**

- Associate’s degree

**Preferred Experience:**

- 1 year

**Preferred Field of Expertise:**

- Must possess and maintain a valid United States Coast Guard Master’s License (USCGM) with at least a 50-ton rating for coastal waters, if serving as relief ship’s captain.

**Skills:** Administrative:
Communicate with others to gather information
Customer service
Interpersonal skills
Prioritize different tasks
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use of navigation system in vehicle(s)

Skills: Machine/Equipment:

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
Very High Frequency (VHF) radiotelephone equipment
Vessel engine and instrumentation systems

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

Comments:

Required to be enrolled in the university drug testing program.

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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