UNIVERSITY OF SOUTHERN CALIFORNIA

Waterfront Assistant

Job Code: 177183

Grade: 00
OT Eligible: Yes
Comp Approval: 10/23/2012

JOB SUMMARY:
Provides maintenance, custodial and relief deckhand support to marine operations. Conducts waterfront orientations and assists waterfront visitors with gear and safety issues.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ Provides custodial services and maintenance of waterfront facilities including general cleaning, scrubbing, dusting, sweeping, vacuuming, polishing, and mopping of facilities and/or equipment for areas such as the dive locker.

______ Assists with maintenance of kayaks, snorkeling, gear and emergency response equipment for education and outreach groups.

______ Conducts waterfront orientations.

______ Serves as relief deckhand, as needed.

______ Assists waterfront visitors with gear and safety issues.

______ Assists Diving Safety Officer with SCUBA equipment needs.

______ 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:**

- 0 - 6 months

**Minimum Field of Expertise:**

- Custodial or maintenance experience

**Preferred Experience:**

- 6 - 12 months

**Skills: Administrative:**

- Communicate with others to gather information
- Customer service
- Gather data
- Interpersonal skills
- Understand and apply policies and procedures

**Skills: Machine/Equipment:**

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Firefighting equipment
- Lifeboats and lifesaving equipment
- Personal computer
- Photocopier

**Skills: Specialized Equipment:**

- Shampoo machine
- Vacuum cleaner

**Supervises: Level:**

- May oversee student, temporary and/or resource workers.

**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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