UNIVERSITY OF SOUTHERN CALIFORNIA

Waterfront Facilities/Maintenance Coordinator

Job Code: 177187

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

JOB SUMMARY:
Has responsibility for coordination of all non-SCUBA diving waterfront facilities, maintenance and cove operations for safe use and for support of science and educational programs. Inspects and maintains waterfront facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties. Maintains and repairs all USC Wrigley Institute registered skiffs. Coordinates, maintains and repairs mooring systems and floats. Conducts waterfront operation orientations. Serves as a relief ship’s captain of a certified passenger-carrying vessel and supervises deckhand, as needed.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Maintains and repairs all USC Wrigley Institute registered skiffs including carpentry, fiberglass and epoxy molding and marine engines, as needed. Establishes and maintains a supply of spare parts, service items, and tools necessary to maintain skiff fleet in a neat and orderly fashion. Establishes and maintains skiff sign out procedure.

Conducts and administers all skiff and waterfront operation orientations and operator approvals. Assists with boating safety program and visitors. Ensures all skiffs are deployed in accordance with safety regulations.

Coordinates, maintains, and repairs mooring systems and floats. Liaises with administrative staff for all mooring requests and reservations. Administers, tracks and prepares an annual report of all mooring usage. Maintains an inventory of parts as necessary to manage mooring repairs.

Inspects and maintains waterfront facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties.

Assists in administering and forecasting an annual operations budget related to historical mooring usage, annual service and repair needs.

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 the safe operation of the craft and safety of all passengers. Operates small boats in fleet, as needed.

Ensures all required safety equipment is up-to-date, stored and organized for ease of use. Inspects equipment and coordinates required repairs and/or purchases.

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

Maintains up-to-date knowledge of vessel mechanical, electronic and safety systems and compliance with state and federal vessel operating rules and regulations and university policies and procedures. Communicates appropriate information to passengers.
Provides customer service to faculty, staff, students, and external customers. Meets customer needs, offers options, resolves problems and follows up with customers.

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

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

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:

- 1 year

Minimum Field of Expertise:

Waterfront maintenance and repair experience and/or facilities experience. 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. Must possess and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration and Automated External Defibrillator (AED).

Preferred Experience:

- 2 years

Skills: Administrative:

- Answer telephones
- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Compute totals
- Customer service
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
Maintain logs
Understand and apply policies and procedures
Understand and enforce regulatory guidelines
Use database and/or word processing software
Use of navigation system in vehicle(s)

Skills: Machine/Equipment:

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
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.

The University of Southern California is an Equal Opportunity Employer