UNIVERSITY OF SOUTHERN CALIFORNIA

Marine Operations Manager

Job Code: 177195

Grade: 00
OT Eligible: No
Comp Approval: 1/9/2013

JOB SUMMARY:
Oversees waterfront and cross-channel operations. Prepares short and long-range plans for all marine operations. Serves as Ship’s Captain of passenger-carrying vessels. Supervises waterfront and cross-channel marine operations employees. Manages safety programs. Develops and administers deferred and preventative maintenance programs. Manages maintenance of vessel systems/repairs and contracts for university vessels.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Oversees waterfront and cross-channel operations. Prepares short and long-range plans for all marine operations.</td>
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<td>Serves as Ship’s Captain of passenger-carrying vessels. Transports passengers and light cargo to and from various destinations. Has responsibility and accountability for the safe operation of the craft and safety of all passengers. Maintains and tracks usage of all vessels in fleet and inspection requirements.</td>
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<td>Supervises waterfront and cross-channel marine operations employees. Recruits, screens, interviews, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and recommends discipline and/or termination of employees as required. Schedules, assigns and prioritizes staffs’ workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of work.</td>
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<td>Manages safety programs. Conducts regular safety inspections for waterfront facilities, vessels, etc. Determines whether conditions are safe and any remedial action is required. Maintains and tracks all inspection requirements as outlined by the United States Coast Guard. Ensures all required safety equipment is up-to-date, stored and organized for ease of use. Ensures all skiffs are deployed in accordance with safety regulations and a full supply of fuel is available for all skiffs.</td>
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<td>Assists in administering and forecasting an annual operations budget related to historical vessel repair and maintenance and/or equipment servicing needs, etc. Provides budget and annual status reports, as required. Conducts and updates staff waterfront and facility first aid and emergency preparedness training. Conducts and administers skiff and waterfront operation orientations.</td>
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<td>Develops and implements deferred maintenance and preventative maintenance programs for scuba equipment, compressors, boats, first aid, emergency response equipment, etc. Ensures compliance with all applicable rules and regulations regarding maintenance and use of equipment.</td>
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Manages and administers maintenance of vessel systems/repairs by outside contractors for university vessels, as needed. Maintains and repairs USC Wrigley registered skiffs and mooring systems and floats. Establishes and maintains a supply of spare parts, service items, and tools necessary to maintain skiff fleet.

Assists with supporting Diving Safety Officer and diving program in areas such as teaching, research divers in water and working dives, equipment, maintenance, etc.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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>
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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

**Minimum Experience:**
3 years

**Minimum Field of Expertise:**
Vessel operation (Passenger Transport) and customer service experience. Must possess and maintain a valid United States Coast Guard Master’s License with at least a 100-ton rating for coastal waters. Must possess and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration, and Automated External Defibrillator (AED). Must have diving experience/certification to assist with management of diving program. Knowledge of federal and state vessel operating rules and regulations. Knowledge of vessel mechanical, electronic and safety systems. Demonstrated interpersonal, organizational and communication skills.

**Preferred Experience:**
5 years

**Preferred Field of Expertise:**
Towing and sail endorsement certifications.

**Skills:** Other:
Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Teaching/training

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:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Service/Maintenance
Technical

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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