



<b>JOB TITLE:</b>	<b>DIRECTOR OF ENGINEERING &amp; MAINTENANCE</b>	<b>DIVISION:</b>	<b>FERRY</b>
<b>REPORTS TO:</b>	<b>DEPUTY GENERAL MANAGER – FERRY</b>	<b>EEO CATEGORY:</b>	<b>01 – EXEC</b>
<b>FLSA:</b>	<b>EXEMPT</b>	<b>SAFETY-SENSITIVE:</b>	<b>YES</b>
<b>CLASSIFICATION:</b>	<b>NON-REPRESENTED</b>	<b>LOCATION:</b>	<b>LARKSPUR</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under direction of the Deputy General Manager, Ferry Transit Division, oversees and directs the ferry division’s maintenance and repair programs; develops and manages the capital program; manages marine engineering support and projects; and leads procurement of vessels and machinery. Directs the purchasing of all materials, supplies, equipment for vessels for Ferry Division. Oversees the preparation of bid documents and prepares the technical specifications for capital equipment purchases; performs other related duties as required.

### Essential Responsibilities

- Oversees and directs the management of the maintenance program for vessels and facilities
- Collaboratively with the Director of Operations and Deputy General Manager, Ferry Division, assists in budgetary planning for the overall maintenance program and develops proposed plans for short and long-term capital projects to support the division’s goals and objectives
- Manages the development of shipyard schedules, including 3/5 year dry-dock schedule, and winter repair period schedule to ensure the District’s vessels are maintained in excellent condition and consistent with good marine practice and in strict conformance with regulatory requirements
- Interviews vendors to obtain information concerning safety of products prior to purchase; supervises testing and evaluation, inspects facilities, machinery and equipment on a regular basis to ensure that all work is performed in a safe environment; interprets and enforces OSHA regulations
- Represents the District in meetings with representatives of regulatory agencies, professional associations, business and community organizations and the public
- Interprets, enforces, creates and modifies rules, regulations and policies of the Maintenance Department, consistent with current Memorandum of Understanding. May attend or assist with grievance hearings and handling of labor and employee relation issues
- Assists or may take a lead role in negotiations with labor unions representing maintenance, stores employees as directed by the Deputy General Manager
- Oversees development and/or prepares the bid specifications and documents for all formal and informal bids for the procurement of capital equipment and services, including vessels and terminals, revenue and non-revenue vehicles, materials, supplies, repairs, maintenance. Duties include research and writing of technical specifications to meet Federal and State laws and regulations, consistent with good marine practices, District purchasing policies and guidelines, and in close coordination with the Ferry Divisions Senior Buyer



- Reviews bids and quotations and evaluate bid responses on the basis required by District procurement rules in conformance with specifications; makes recommendation for award
- Develops and implements training for maintenance personnel, oil spill response teams, and apprenticeship training requirements for mechanics
- Oversees the implementation of the Ferry Divisions maintenance management information system (MMIS), MAXIMO and coordinate with other division personnel to ensure all maintenance and repairs are accomplished in strict accordance with MAXIMO preventative and corrective maintenance (PM & CM). Also, ensures that labor hours, material charges, and vendor costs applied against work orders are properly accounted for. Ensures all components associated with a particular asset have detailed preventative maintenance plans, and are scheduled on a regular basis
- Administers contracts to ensure that the District is receiving goods, equipment, or services in conformance with contract documents
- Conducts value analysis; working with the Ferry Division Senior Buyer and other project management personnel, expedites purchase orders and follows up on contracts; arranges for change orders as required; works with various manufacturers' and services' representatives on warranty claims
- Consistent with the MAXIMO data base, directs and reviews physical and perpetual inventory records to determine if material on hand is in sufficient quantity; assists in establishing order points; directs maintenance of disbursement and receipt records
- Ensures that appropriate safety and health policies, procedures and programs are effectively implemented; that adequate resources and priority are assigned to correcting hazardous conditions
- Collaboratively with the Senior Buyer and other project management personnel, develops and provides to the division manager (DGM) budget reports on maintenance activities, and all projects. Reports will reflect estimated budget versus actual as well as explanation of cost overruns and/or schedule delays
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Collaborates with the Director of Operations in the development and implementation of the ferry divisions Safety Management Plan
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Modern principles of management, leadership, administration, supervision and training, budget preparation, and business ethics
- Applicable state and federal regulations regarding ferry vessel operations and the public transportation of passengers
- Workers' Compensation, FMLA, ADA rules and regulations
- Principles of labor relations and collective bargaining
- District Policies and Labor Agreements (MOUs)
- Occupational health and safety rules and working practices applicable to this position

### Ability to:

- Identify problems and initiate creative problem solving techniques
- Manage complex projects from inception through implementation
- Make effective decisions under pressure, meet critical deadlines, and follow-up on assignments in a timely manner



- Read, interpret, review and modify electronic CAD drawings
- Effectively manage, oversee and evaluate the work performed by the department
- Establish and maintain cooperative professional working relationships with peers, staff, representatives of other organizations, the public, the United States Coast Guard and other regulatory agencies
- Prioritize, organize and evaluate work schedules to meet the District's goals and objectives
- Read and interpret Memoranda of Understanding and work effectively with union representatives
- Enforce management policy with respect to ferry and shoreside operations
- Use computerized record systems, personal computers, and to learn software programs applicable to the department
- Prepare and maintain a variety of reports and documents
- Prepare clear, complete and concise reports
- Communicate clearly and effectively, in oral and written form, using correct grammar and spelling
- Maintain a high degree of confidentiality

## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree in Marine Transportation or Engineering. Qualifying experience may be substituted on a year-for-year basis in lieu of education.
- Five years of position-related supervisory experience in a marine engineering/maintenance-related field or equivalent experience. Ship repair/construction experience to include a minimum of two years' experience of responsibility for sourcing and purchasing ferry vessel parts and main machinery preferred.
- Significant experience in passenger vessel industry and/or regulatory requirements for same preferred.

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two (2) moving violations within the last 3 years. No DUIs or reckless driving infractions within the last 7 years. Operates District vehicles on a regular basis.
- Chief Engineers License preferred
- Merchant Mariners Document (Z-Card) or Merchant Mariner Credential preferred

### Working Conditions and Physical Requirements:

Normal working conditions for this position are at terminal, onboard vessels, and in an office environment as required. Make shipyard visits as necessary, and monitor project management as assigned. Position requires ability to work beyond standard office hours. Agreeable to work one off-shift, and weekend day per month (including weekends and holidays as directed by the DGM). Subject to on call seven days a week, 24 hours a day. May be required to travel for business purposes.