



JOB TITLE:	MATE	DIVISION:	FERRY
REPORTS TO:	SUPERVISING VESSEL MASTER &/OR VESSEL MASTER	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	CAN BE ASSIGNED IN LARKSPUR, TIBURON OR SAN FRANCISCO

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

At the direction of the Vessel Master, this position handles and/or oversees vessel navigation, docking, and assumes command of the vessel where directed by the master. The mate under direction from the captain/vessel master will be directly involved with the daily management of the deck crew, to ensure daily duties are carried out in an efficient timely manner onboard their vessels.

Essential Responsibilities

- With instruction and supervision from the Vessel Master, handles vessel operations (maneuvering, docking, anchoring, etc.) as well as the operation of critical systems (electronic navigation aids, steering, de-watering, safety apparatus, etc.)
- Assists the Vessel Master in directing and supervising all staff on-board the vessel and ensure that each understands and performs his/her assigned duties adequately.
- Assists the Vessel Master in conducting orientation of new crew members and emergency drills prescribed by the US Coast Guard at intervals set by management.
- Assist the Vessel Master with the maintenance of an accurate daily vessel log and prepares such reports and documents as required by law and District policy.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- 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.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.



Required Knowledge, Skills and Abilities

Knowledge of:

- District Policies and Labor Agreements (MOUs).
- Occupational health and safety rules and working practices applicable to this position.

Skill in or Ability to:

- Effectively assign, supervise, and review the work of subordinate personnel.
- Communicate effectively both in oral and writing form.
- Understand and carry out safe work practices.
- Work cooperatively with other District employees and with the diverse public in a courteous and professional manner in all circumstances.

Minimum Qualifications

Education and/or Experience:

- A high school diploma or GED equivalent.
- Requires a minimum of six months' actual vessel operating time within the last two years, for which the above license was a requirement of employment.
- Successful completion of the District's Vessel Master Familiarization Program.

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.
- A valid 100 gross ton operator's license or better, indicating appropriate route.
- Valid USCG medical certificate.
- A CPR endorsement.
- An approved radar observer unlimited endorsement.

Physical Requirement: Standing 100% of shift. Requires climbing stairs and rung ladders frequently. Lifting up to 50 lbs. Reaching overhead. Work inside and outside in all weather conditions.