



JOB TITLE:	<b>MARITIME PROGRAM MANAGER</b>	DIVISION:	<b>FERRY</b>
REPORTS TO:	<b>DIRECTOR OF FERRY OPERATIONS</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<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 the direct supervision of the Director of Ferry Operations, this position is responsible for overseeing the safety and training compliance of Ferry operations. This position conducts, documents and reports the safety training for operations’ staff and related safety programs and/or initiatives of the Ferry division.

### Essential Responsibilities

- Ensure that all ferry operations comply with the necessary regulatory requirements, including those set by the US Coast Guard.
- Maintain thorough and up-to-date records of all compliance related activities, including vessel certificate of inspection, crew credentials, incident reports, training reports, and vessel documentation.
- Develop, update, and implement Ferry Division safety management system policies, procedures, and standards to ensure operational safety and regulatory compliance.
- Conduct regular safety audits and inspections of the fleet and facilities.
- Conduct safety meetings as prescribed by Ferry Division Safety Management System
- Organize and oversee training programs to enhance staff understanding of regulations and to promote safety consciousness among the crew.
- Stay updated with latest regulations and best practices. Recommend and implement changes to enhance operational safety and efficiency.
- Develop and oversee emergency response plans, including oil spill response plan.
- 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 required.



## Required Knowledge, Skills and Abilities

### Knowledge of:

- Strong leadership and management skills.
- Detailed-oriented with the ability to manage multiple priorities.
- T&K boat USCG regulations
- Proficiency with Microsoft Office and other relevant software.
- District Policies and Labor Agreement (MOU) Provisions.
- Occupational health and safety rules and working practices applicable to this position

### Skills or Ability to:

- Evaluate and analyze operations and administrative concerns, and determine alternative courses of actions and present recommendations.
- Learn and apply District policies, laws, and regulations that pertain to work.
- Work as part of a team using excellent interpersonal and communication skills with personnel at all levels, both inside and outside the District.
- Demonstrate strong problem solving skills, creativity, innovativeness and self-motivation.
- Maintain confidentiality and protect information and documents appropriately.
- Work calmly and effectively in a high volume, high visibility office environment under the pressure of heavy deadlines.
- Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of supervision.
- Manage projects and programs in a positive and effective manner.
- Follow the safety and health rules and safe working practices applicable to the job.

## Minimum Qualifications

### Education and/or Experience:

- A Bachelor's degree in maritime studies, transportation management, business administration, or a related field. Progressive work experience may be substituted for education.



- Minimum of 3 years of progressive experience in transit operations, including at least 1 years in a managerial or leadership role at a ferry operator.
- Must be able to demonstrate proficiency using advanced word processing, spreadsheet and database software; prepare analysis, presentations, and spreadsheets using Excel. PowerPoint is desirable.
- Experience in a safety centric management position in the maritime or transit sector.

**Required License:**

A USCG license, of any officer rating, is preferred.

**Physical Requirement:**

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment. Ability to respond to emergencies.