



JOB TITLE:	<b>TERMINAL ASSISTANT</b>	DIVISION:	<b>FERRY</b>
REPORTS TO:	<b>FERRY OPERATIONS SUPERVISOR</b>	EEO CATEGORY:	<b>08 - SERVICE</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>CAN BE ASSIGNED IN LARKSPUR, TIBURON OR SAN FRANCISCO TERMINAL</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 supervision, performs various duties relating to ferry terminal operations and maintenance. Performs additional related duties as required.

### Essential Responsibilities

- Keeps terminal sidewalks, parking lot and other areas in a clean and orderly condition as designated by management.
- Sweeps, mops, scrubs toilets, hallways and lobbies and empties cigarette butt and trash containers.
- Notifies supervisor of any major repairs required and any safety hazards observed.
- Maintains sufficient expendable supplies on hand for day-to-day maintenance operations.
- Cleans Division vehicles and all building window glass.
- Handles vessel mooring lines as required.
- Operates terminal janitorial and sanitary equipment as directed.
- Hoses off canopies and paved areas when required.
- Transfers boat and terminal supplies to and from storage for vessel.
- Collects passenger tickets, counts passengers and issues transfers as required.
- Opens and secures passenger areas as directed.
- Paints passenger waiting areas as defined in the jurisdictional working agreement.
- Assists the Operations Supervisor in the loading and unloading of passengers and other shore-side activities.
- 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 required.



## Required Knowledge, Skills and Abilities

### Knowledge of:

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

### Skill in or Ability to:

- Communicate effectively with the general public.
- Understand and carry out oral and written instructions.
- Work cooperatively with other District employees and the public.

## Minimum Qualifications

**Education and/or Experience:** Two years' prior position related maintenance experience or equivalent training.

**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.

**Physical Requirement:** Work outside in all weather conditions. Stand, walk, or brisk walk for long periods of time. Ability to run. Keep or regain the body's balance. Lifting and carrying up to 50 pounds; climbing rung ladders; frequent climbing of stairs; twisting and reaching over-head; bending; pushing and pulling heavy loads; stooping and gripping. Work around chemicals, fumes, odors, and dust in an occasionally high noise level environment with appropriate personal protective equipment. Must be able to respond to emergency situations including firefighting (dragging a fire hose 150'), assisting passengers, and other general rescue operations.