

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE FERRYBOAT MASTER	OFFICE/BRANCH/SECTION 04 / MAINTENANCE / EAST BAY-DELTA	
WORKING TITLE CALTRANS FERRYBOAT MASTER	POSITION NUMBER 904-640-6360	EFFECTIVE DATE 07/29/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under direction of a Caltrans Bridge Maintenance Supervisor or Caltrans Maintenance Leadworker, the incumbent performs duties associated with operation of the Real McCoy II or J-Mack Ferryboat and must possess a valid U.S. Coast Guard license to operate mechanically propelled vessels of at least 100 gross tons carrying more than six passengers on other than ocean or coast-wise waters. Applicants for positions in this class are required to pass a drug-screening test.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
75%	E	Operate ferry according to the Code of Federal Regulations and Department policies, rules and regulations pertaining to ferry operations and directs a Deck Hand in the loading and unloading motor vehicles and passengers . Enforces the Code of Federal Regulations and Department policies, rules and regulations pertaining to ferry operations.
10%	M	Performs routine cleaning and maintenance of, decks, cabins, life preservers and other equipment and facilities associated with the ferry. Checks and cleans up leaks and spills and makes minor repairs to engines and propulsion systems as directed.
10%	E	Participates in lifesaving and fire drills.
5%	E	Maintains the log book and other paperwork required by the Department and the Code of Federal Regulations.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position acts in a lead capacity providing direction to a Caltrans Deck Hand.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The Ferry Master should have knowledge of; work aboard ferryboats and the operating of equipment associated with ferry boats, the rules and regulations of U.S. Department of Transportation governing the operation of ferry boats over navigable waters in the State of California, the United States Coast Guard and Caltrans safety practices and procedures. The Ferry Master must have the ability to read and write English at a level required for successful job performance, follow oral and written directions, and carry out oral directions involving terms commonly used in ferryboat operations.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Error in judgement may result in; exposure of State employees, vendors and / or the public to possible safety issues resulting in injury or loss of life, an inefficient use of time and resources resulting in unnecessary expenses, damage to State equipment and facilities, tort liability for damages to public property or for personal injury, and adverse action.

**PUBLIC AND INTERNAL CONTACTS**

The Ferry Master has; daily interaction with the public during the process of loading and on loading vehicles from the ferry, and may have interaction with representatives for other State, Federal or local agencies, news organizations or contractors working for the State.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Ferry Master's corrected hearing and sight must enable them to hear directions and see obstacles in the water and maybe required to, bend, stoop, kneel, reach, push, pull and stand in the course of their duties. The Ferry Master should have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically, when interacting with the public, vendors or other State employees. The Ferry Master must be able to cope with pressure and maintain focus during an emergency, i.e. man over board or the ferry becoming disabled during transit.

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## WORK ENVIRONMENT

The Ferry Master works in a wide range of conditions; temperatures ranging from 20 to 110 degrees, strong winds, rain, fog, sleet, night and day.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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DATE