

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2001)

<b>CLASSIFICATION TITLE</b> CT FERRYBOAT MASTER	<b>DISTRICT/DIVISION/OFFICE</b> 04/MAINTENANCE/	
<b>WORKING TITLE</b> CT FERRYBOAT MASTER	<b>POSITION NUMBER</b> 904-690-6360-xxx	<b>EFFECTIVE</b> September, 2013

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible: working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under direction from a Caltran Bridge Maintenance Superintendent, incumbent operates and maintains the Real McCoy 11 Ferry and the J Mack Ferry of the State highway system on a relief basis. The job is a relief position for a rotating 24 hour, seven days a week operation, which will require the employee to be available for any shift. The employee will work out of the Rio Vista yard doing maintenance work for both the Caltrans Delta Ferry System and The Caltrans Draw Bridge division to make a 40 hour work week when the relief position does not provide enough hours during the week.

Employee must have tact; safety-mindedness; agility, physical strength and hearing at a level required for successful job performance.

Must possess a valid U.S. Coast Guard license to operate mechanically propelled vessels of at least 63 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. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement. Employees are also subject to random drug testing per Caltrans policy.

**TYPICAL DUTIES:**

**Percentage**

**Essential (E)/Marginal (M)**

60% (E) Operates the Real Mc Coy Ferry from slip to slip across Cache Slough or the J-Mack Ferry across Steamboat Slough, in accordance with Coast Guard and Departmental regulations.

15% (E) Directs the Deckhand in the loading and unloading of passengers and vehicles in accordance with Coast Guard and Departmental regulations.

10% (E) Works on the Maintenance crew for the Caltrans Delta Ferry System and the Caltrans Drawbridge Division doing maintenance work on the Ferries and Drawbridges

05% (E) Performs necessary repairs or maintenance to ensure that the vessel's engines, controls, lights, and deck are maintained to Coast Guard and Department standards.

05% (E) Responsible for preparing all regular and special reports on all matters involving the operations, accidents, and maintenance of the vessel.

05% (M) Assists with training, may cover for Supervisor during temporary short-duration absences.

**SUPERVISION EXECUTED OVER OTHERS:**

This position does not supervise. May assist in the training of lesser experienced staff.

**KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:**

Knowledge of: Rules of the United States Department of Defense, Department of Commerce, and Coast Guard governing the operation of cable-driven and open water ferries over navigable waters of the State of California; operating mechanisms of cable-driven and open water ferries; and basic occupational safety and health work practices to protect their own safety and health and that of others, operations of work boats; operations of maintaining Ferry Boats and movable span bridges, use of lubrication equipment, hand tools and mechanical hand tools.

Ability to: Communicate effectively at the level required for successful job performance; service and make minor repairs on gasoline- and diesel-fueled engines, compressors, and small electric generators; service marine and roadway lights; maintain cooperative relations with traveling public; keep simple records and make traffic counts; prepare clear and concise reports, including the describing of accidents and unusual incidents; analyze situations accurately and adopt an effective course of action.

Ability to: Resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships.

Must possess valid U.S. Coast Guard license for operation of vessel(s).

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The Ferryboat Master works independently and is required to use good judgement in a variety of situations. Judgmental errors could result in injury and/or death to vessel traffic and/or the traveling public. Errors involving radio or telephone communications could result in inaccurately relayed messages which could delay vessel traffic and/or receipt of accurate information by other district employees.

**PUBLIC AND INTERNAL CONTACTS:**

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Some of this position is labor intensive. Employee must have physical ability to errant motorist and do strenuous hand and mechanical labor.

Importance of hearing and sight – both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Chapter 13 of the Caltrans Injury Illness Prevention Program Safety Manual.

**WORK ENVIRONMENT:**

Work in a wide range of sometimes extreme weather conditions including strong winds, fog and rain.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

\_\_\_\_\_  
EMPLOYEE PLEASE PRINT

\_\_\_\_\_  
SIGNATURE DATE

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

\_\_\_\_\_  
SUPERVISOR PLEASE PRINT

\_\_\_\_\_  
SIGNATURE DATE

**ADA Notice** For individuals with sensory disabilities, this document is available in alternative formats. For information call (916) 654-6410 Or TDD (916) 654-3880 or write Records and Forms Management, 1120 N street, MS-89, Sacramento, Ca 95814.