

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Ferryboat Master	OFFICE/BRANCH/SECTION 04-Division of Maintenance-Eastbay/Delta Region
WORKING TITLE Ferryboat Master	POSITION NUMBER 904-640-6360-xxx
	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

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 applying for this classification, are subject preemployment drug test screening. 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.

CORE COMPETENCIES:

As a Ferryboat Master, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Safety First, Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Operate ferry according to the Code of Federal Regulations and Department polices, rules and regulations pertaining to ferry operations.

ADA Notice

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30%	E	Directs a Deckhand (s) for proper loading and unloading of motor vehicles and passengers . Enforces the Code of Federal Regulations and Department polices, rules and regulations pertaining to loading and unloading of ferry operations.
15%	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 within this classification.
5%	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.
5%	M	Performs other duties as required within the classification.

¹ESSENTIAL 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 Deckhand.

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 hear approaching watercraft, 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 judgment 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.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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.

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 inclement weather. May be required to work Holidays, weekends, and overtime if needed.

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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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE