



**USC** University of  
Southern California

## Marine Operations Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	177195
<i>Job Title:</i>	Marine Operations Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Waterfront Operations
<i>Job Family Group:</i>	Waterfront Operations and Transportation
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Oversees waterfront and cross-channel operations. Prepares short and long-range plans for all marine operations. Serves as Ship's Captain of passenger-carrying vessels. Supervises waterfront and cross-channel marine operations employees. Manages safety programs. Develops and administers deferred and preventative maintenance programs. Manages maintenance of vessel systems/repairs and contracts for university vessels.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Vessel operation (Passenger Transport) and customer service experience.
X		
X		Knowledge of federal and state vessel operating rules and regulations.
X		Knowledge of vessel mechanical, electronic and safety systems.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal, organizational and communication skills.

## Licenses

Req	Pref	License(s)
X		Possesses and maintains a valid United States Coast Guard Master's License with at least a 100-ton rating for coastal waters.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Possesses and maintains certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration, and Automated External Defibrillator (AED).
X			Must have diving experience/certification to assist with management of diving program.
	X		Towing and sail endorsement certifications.

## Other Job Factors

- This is a safety-sensitive position covered by United States Department of Transportation (DOT) guidelines for drivers of commercial vehicles, drivers transporting hazardous waste, and operators of commercial watercraft or aircraft.
- Signature below acknowledges an understanding of these guidelines.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees waterfront and cross-channel operations. Prepares short and long-range plans for all marine operations.				
Serves as Ship's Captain of passenger-carrying vessels. Transports passengers and light cargo to and from various destinations. Has responsibility and accountability for the safe operation of the craft and safety of all passengers. Maintains and tracks usage of all vessels in fleet and inspection requirements.				
Supervises waterfront and cross-channel marine operations employees. Recruits, screens, interviews, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and recommends discipline and/or termination of employees as required.				
Schedules, assigns and prioritizes staffs' workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of work.				
Manages safety programs. Conducts regular safety inspections for waterfront facilities, vessels, etc. Determines whether conditions are safe and any remedial action is required. Maintains and tracks all inspection requirements as outlined by the United States Coast Guard. Ensures all required safety equipment is up-to-date, stored and organized for ease of use. Ensures all skiffs are deployed in accordance with safety regulations and a full supply of fuel is available for all skiffs.				
Assists in administering and forecasting an annual operations budget related to historical vessel repair and maintenance and/or equipment servicing needs, etc. Provides budget and annual status reports, as required.				
Conducts and updates staff waterfront and facility first aid and emergency preparedness training. Conducts and administers skiff and waterfront operation orientations.				
Manages and administers maintenance of vessel systems/repairs by outside contractors for university vessels, as needed. Maintains and repairs USC Wrigley registered skiffs and mooring systems and floats. Establishes and maintains a supply of spare parts, service items, and tools necessary to maintain skiff fleet.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists with supporting Diving Safety Officer and diving program in areas such as teaching, research divers in water and working dives, equipment, maintenance, etc.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.