



## Waterfront Facilities/Maintenance Coordinator Job Description

### JOB INFORMATION

<i>Job Code:</i>	177187
<i>Job Title:</i>	Waterfront Facilities/Maintenance Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Waterfront Operations
<i>Job Family Group:</i>	Waterfront Operations and Transportation
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Has responsibility for coordination of all non-SCUBA diving waterfront facilities, maintenance and cove operations for safe use and for support of science and educational programs. Inspects and maintains waterfront facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties. Maintains and repairs all USC Wrigley Institute registered skiffs. Coordinates, maintains and repairs mooring systems and floats. Conducts waterfront operation orientations. Serves as a relief ship's captain of a certified passenger-carrying vessel and supervises deckhand, as needed.

### 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.*

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

#### Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Waterfront maintenance and repair experience and/or facilities experience.

## Licenses

Req	Pref	License(s)
X		Possesses and maintain a valid United States Coast Guard Master's License (USCGM) with at least a 50-ton rating for coastal waters if serving as relief ship's captain

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Possesses and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration and Automated External Defibrillator (AED).

## 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.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains and repairs all USC Wrigley Institute registered skiffs including carpentry, fiberglass and epoxy molding and marine engines, as needed. Establishes and maintains a supply of spare parts, service items, and tools necessary to maintain skiff fleet in a neat and orderly fashion. Establishes and maintains skiff sign out procedure.				
Conducts and administers all skiff and waterfront operation orientations and operator approvals. Assists with boating safety program and visitors. Ensures all skiffs are deployed in accordance with safety regulations.				
Coordinates, maintains, and repairs mooring systems and floats. Liaises with administrative staff for all mooring requests and reservations. Administers, tracks and prepares an annual report of all mooring usage. Maintains an inventory of parts as necessary to manage mooring repairs.				
Inspects and maintains waterfront facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties.				
Assists in administering and forecasting an annual operations budget related to historical mooring usage, annual service and repair needs.				
Serves as a relief ship's captain of a certified passenger-carrying vessel and provides guidance and direction to deckhand, as needed. Has responsibility and accountability for the safe operation of the craft and safety of all passengers. Operates small boats in fleet, as needed.				
Ensures all required safety equipment is up-to-date, stored and organized for ease of use. Inspects equipment and coordinates required repairs and/or purchases.				
Maintains complete and accurate records of all safety-related incidents.				
Maintains up-to-date knowledge of vessel mechanical, electronic and safety systems and compliance with state and federal vessel operating rules and regulations and university policies and procedures. Communicates appropriate information to passengers.				
Provides customer service to faculty, staff, students, and external customers. Meets customer needs, offers options, resolves problems and follows up with customers.				
Provides management with information regarding waterfront facilities and vessel usage, damage and repair or maintenance needs.				

## 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		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.

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
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.