

ASSISTANT BOAT CAPTAIN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, assists in commanding and navigating a 58-foot, 68 gross ton ocean vessel during approximately 80 to 90 days of field sample collection in support of OC San's ocean monitoring program; provides for the safe operation, care, and maintenance of the vessel and ensures the safety of all passengers on deck; oversees and runs deployment of oceanographic equipment; operates and maintains vessel equipment; participates in beach or laboratory sample collection and related duties; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the first of two levels within the boat captain job series. Positions serve as first mate on the ocean-going research vessel including ensuring safety of passengers and participating in operating and maintaining the vessel and equipment. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the higher-level and exercise less independent judgment and initiative in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Boat Captain in that the latter is the primary position responsible for navigating and operating the vessel and serves as the lead for vessel crew operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Serves as a member on the vessel operations crew; prepares, loads, and sets up the vessel with appropriate field monitoring, sample collection, and safety and communication equipment; operates cranes to load equipment; assists in deploying and docking the vessel.
- Maintains deck operations including ensuring the safety of all passengers on deck.
- Oversees and runs deployment of oceanographic equipment including operating winches, A-frames, and related equipment; ensures the safe storage, deployment, recovery, and securing of equipment.
- Performs routine maintenance on the vessel, including, but not limited to, maintaining lines, rigs, traps, and nets, filling fuel and water tanks, prepping/painting metal surfaces, repairing or replacing broken and old equipment, maintaining first aid supplies, and washing down the vessel and cleaning

- compartments; recommends major repairs or vessel modifications to accommodate new sampling requirements or equipment.
- Assists in commanding OC San's twin-engine ocean vessel; maintains the vessel's daily log; uses shipboard instrumentation to ensure safe navigation and sampling station position accuracy.
 - Works with the Boat Captain to implement field sampling schedules, sampling logistics, and mobilization/de-mobilization for field sampling efforts to meet required ocean monitoring program objectives while ensuring crew safety and sample integrity.
 - Purchases parts and supplies and maintains vessel supplies.
 - Assists in maintenance of sampling equipment such as benthic grab samplers, trawl gear, and automated water quality profiling and current meter moorings and instrumentation.
 - Participates in field and office activities to ensure objectives and compliance activities are met.
 - Performs periodic review of and maintains the Vessel Standard Operating Procedure Manual and Vessel Safety Manual.
 - Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
 - Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- United States Coast Guard (USCG) Navigation Rules and the execution of the rules for safe navigation of vessels.
- Federal laws governing navigation of power-driven vessels in inland and coastal waters, including local navigation aids and hazards.
- Ocean vessels and related equipment, maintenance, and operation.
- General seamanship, including rules of the road, harbor regulations, first aid methods, shipboard emergency procedures, working with lines and knots, vessel rigging, mooring and anchoring procedures, and using nautical charts.
- Navigation instruments such as differential global positioning system (GPS), chart plotter, echo sounder, radar, autopilot, and related instrumentation.
- Navigating and station plotting and positioning using various techniques and instruments.
- Potential hazards of working at sea on a moving platform with cables under tension.
- Methods, tools, and equipment used in the operation and maintenance of power-driven vessels diesel engines, hydraulics, electrical, and auxiliary equipment.
- Principles and procedures of record keeping.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in commanding the navigation and safe operation of a 58-foot ocean monitoring vessel.
- Maintain control of deck operations.
- Ensure ocean vessel systems are functioning and reliable by performing routine and ongoing maintenance.
- Participate in the work of a crew performing sample collection.
- Learn potential hazards of deploying heavy equipment, scientific instrumentation, and sampling gear overboard.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain a variety of reports, logs, records, and files of work performed.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in marine safety, marine engineering, naval science, or a related field.
2. Two (2) years of work experience piloting a motor, oceanographic, or fishing vessel greater than 35 feet in length in coastal waters, including the deployment of heavy monitoring equipment.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a valid United States Merchant Marine, Master 100 Gross Ton, issued by United States Coast Guard required and must be obtained within twelve (12) months of placement in position.
- Valid First Aid/Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certification issued by the American Red Cross.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work on an ocean-going vessel under all sea conditions, operate in confined spaces, and travel to various OC San sites, projects and/or meeting.
- Mobility to work in a laboratory and standard office setting and use laboratory and standard office equipment, including a computer; standing in work areas and walking between work areas is required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Perform medium to heavy physical work; standing in work areas and walking between work areas, on the vessel, and in the field is required.
- Lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, or 60 pounds or heavier weights on an occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

- Vision to inspect and operate equipment.
- Vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to operate and repair the vessels, equipment, and tools.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and standard office equipment.

ENVIRONMENTAL ELEMENTS

- Field work, in or on the water, with exposure to wide-ranging sea and weather conditions as part of year-round work performed aboard an ocean-going vessel; exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.