

## **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, commands and navigates 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; oversees and provides for the safe operation, care, and maintenance of the vessel; leads and participates in the work of a crew performing vessel operations and maintenance; 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. May exercise functional and technical leadership in assigned workgroups or teams.

### **CLASS CHARACTERISTICS**

This classification is the second of two levels within the boat captain job series. Positions coordinate and oversee vessel related activities and perform the full range of duties required to command and navigate an ocean-going research vessel requiring the use of considerable discretion and independent judgment in performing assigned work and full and thorough knowledge of safety and work practices when operating and navigating and/or on board the vessel. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include providing guidance on programs and/or projects and providing coaching and mentoring to lower-level staff.

### **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.*

- Commands 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 senior staff to coordinate 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.
- Assesses vessel condition and current and anticipated weather and sea conditions; determines if conditions allow for safe operations.
- Acts as lead for vessel crew operations; determines route to, from, and between sampling stations; oversees field operations and safe storage, deployment, recovery, and securing of sampling equipment.
- Oversees inspection of the ocean vessel and equipment per regulatory agencies' requirements.

- Determines and schedules routine maintenance in alignment with sampling schedule; performs routine vessel maintenance, including, but not limited to, maintaining lines, rigs, traps, and nets, filling fuel and water tanks, prepping/painting metal surfaces, and washing down the vessel and cleaning compartments; recommends major repairs or vessel modifications to accommodate new sampling requirements or equipment.
- Prepares scopes of work and technical specifications for vessel overhaul, repair, modifications, and upkeep periods; participates in vendor selection; administers contracts to ensure compliance with OC San specifications and service quality; ensures contractors comply with all regulatory requirements; maintains all required records.
- 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; prepares technical memoranda, as requested, on vessel operations and efficiency, budgetary requirements, and recommendations for equipment.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; and develops and implements work improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of vessel management; researches emerging products and enhancements and their applicability to OC San needs.
- 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, operation, and overhaul.
- 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 and deploying heavy equipment, scientific instrumentation, and sampling gear overboard.
- Methods, tools, and equipment used in the operation and maintenance of power-driven vessels diesel engines, hydraulics, electrical, and auxiliary equipment.
- Basic principles and practices of budgeting, cost control, purchasing, and contract administration.
- Basic arithmetic and statistics.
- General principles of leadership.
- 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:**

- Command the navigation, safe operation, care, and maintenance of a 58-foot ocean monitoring vessel.
- Ensure ocean vessel systems are functioning and reliable through attention to detail and appropriate record keeping.
- Lead, direct, and participate in the work of a crew performing ocean monitoring vessel operation and maintenance, as well as laboratory and beach sample collection.
- Train others on proper work procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Make accurate arithmetic and statistical calculations.
- Establish and maintain a variety of reports, logs, records, and files of work performed.
- Independently organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy 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. Four (4) 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.
- Valid United States Merchant Marine, Master 100 Gross Ton, issued by United States Coast Guard.
- 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 up to 51 pounds.
- 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.