



JOB INFORMATION

<i>Job Code:</i>	177175
<i>Job Title:</i>	Ship's Captain
<i>FLSA Status:</i>	Non-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>	7 Individual Contributor

JOB SUMMARY

Serves as Ship's Captain of passenger-carrying vessels. Supervises ship's crew. Provides safe marine transportation services to faculty, staff, administrators, students, visitors, and guests. Provides customer service to these same constituents. Assists customers in understanding policies and procedures. Resolves customer issues by offering solutions, explanations, options or by arranging for service. Has responsibility and accountability for the safe operation of the craft and safety of all passengers and crew. Maintains vessels in the USC fleet to a high standard of safety and reliability. Assists in the University's Boating Safety Program. Provides training in small boat safety and operation for faculty, staff, students and visitors. Works under general supervision.

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		2 years	
	X	3 years	

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Vessel operation (i.e., passenger transport) and customer service experience.
X		Demonstrated interpersonal skills.

Licenses		
Req	Pref	License(s)
X		Possesses and maintains a valid United States Coast Guard Master's License with at least a 50-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		Towing and sail endorsement certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as ship's captain of a passenger-carrying vessel. Transports passengers and light cargo to and from various destinations between various ports in the Southern California area utilizing passenger vessels. Has responsibility and accountability for the safe operation of the craft and safety of all passengers.				
Assists with the boating safety program.				
Maintains complete and accurate records of all safety-related incidents.				
Conducts daily pre and post trip vessel safety inspections.				
Maintains daily route schedule through adherence to assigned routes and time schedules.				
Supervises employees and/or student workers. Assists in recruitment, screening, hiring and training of staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and recommends discipline and/or termination of employees as required.				
Checks weather reports and various other sources of weather information to determine the safety and advisability of conducting each trip.				
Provides customer service to faculty, staff, students, and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members.				
Maintains knowledge of and compliance with all state and federal vessel operating rules and regulations and university policies and procedures. Communicates appropriate information to passengers.				
Gathers facts and figures used to develop a budget. Provides forecasts and projections used to develop a budget. Provides financial status reports, as needed.				
Maintains up-to-date knowledge of vessel mechanical, electronic and safety systems. Manages maintenance of vessel systems/repairs and contracts on university vessels.				
Takes appropriate action to safeguard the lives and property of passengers and crew in event of an emergency. Notifies appropriate agencies and persons regarding an emergency, if needed. Manages the emergency until assistance arrives or until vessel can be brought to a safe harbor.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			Yes

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.