



JOB INFORMATION

<i>Job Code:</i>	177179
<i>Job Title:</i>	Deckhand
<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

Serves as a deckhand of passenger-carrying vessels. Assists with providing safe marine transportation services to faculty, staff, administrators, students, visitors, and guests. Provides customer service to these same constituents. Assists in the university's Boating Safety Program. Maintains and repairs registered skiffs, mooring systems and floats. Serves as a relief ship's captain of a certified passenger-carrying vessel.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	

Additional Education

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

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	1 year	

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		Knowledge of boating safety and boating operation procedures and regulations.
X		Ability to assist with piloting of a vessel.
X		Knowledge of preventive boat maintenance and minor repairs.
X		Excellent customer service skills.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License.
	X	Possesses and maintains 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			Must possess and maintain certifications in First Aid, Cardio Pulmonary Resuscitation (CPR), Oxygen Administration and Automated External Defibrillator (AED), if serving as relief ship's captain.

Other Job Factors

- Required to be enrolled in the university drug testing program.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in loading and unloading of passengers, passengers' gear, cargo and supplies. Confirms passengers and cargo with ship's manifest. Handles lines to moor vessel to wharves, ties up vessel to another vessel, or rigs towing lines.				
Delivers pre-trip safety briefing. Assists with the boating safety program. Ensures safe departure of passengers at end of voyage. Lowers and mans lifeboat in case of emergencies.				
Stands steering watches or lookout watches while underway.				
Sweeps and washes decks, using broom, brushes, mops, and fire hose. Performs scheduled vessel maintenance, care for tools, supplies and equipment, and performs general housekeeping duties, as assigned. Splices and repairs cables and ropes using hand tools. Examines cables that hold vessels in tow and tightens cables to ensure vessels are snug.				
Assists researchers with equipment during onboard projects, oceanic sampling, etc., as needed.				
Adheres to university safety policy and procedures, environmental rules and governmental regulations.				
Provides customer service to faculty, staff, students, and external customers.				
Maintains and repairs USC Wrigley Institute registered skiffs including carpentry, fiberglass and epoxy molding and marine engines, as needed. Maintains and supports skiff sign out procedure. Conducts waterfront operation orientations.				
Maintains and repairs all cross channel university vessels, mooring systems and floats. Uses an inventory of parts as necessary to handle mooring repairs.				
Inspects and maintains water front facilities such as dive locker, kayak, wetsuit, change room and shed areas including custodial duties.				
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 safe operation of the craft and safety of all passengers.				
Provides management with information regarding waterfront facilities and vessel usage, damage, and repair or maintenance needs.				
Maintains currency on knowledge of vessel mechanical, electronic and safety systems.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: 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/			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.