

## ASSISTANT DIRECTOR MAINTENANCE AND MATERIALS

This is administrative, managerial and technical work in planning, developing and directing the programs and activities of the maintenance and material management functions of the Ferry Division. Employee supervises, directs and oversees all aspects of the maintenance and material management function for marine ferries, dredges, tugboats, barges, auxiliary vessels and the shore/terminal installations associated with ferry operations. This includes short and long-term planning, goal setting, establishing priorities, evaluating and developing maintenance systems, approving and adjusting production schedules for both preventative, routine and emergency field maintenance and all major shipyard work. Employee also is responsible for directing the maintenance of shore installations, reviewing and assisting in the development of plans and specifications for facility construction or modification, directing and controlling the division hazardous and toxic substances program, directing the centralized supply and logistics function for fuel oil, parts inventory and other operating supplies, and for disposing of all surplus buildings, vessels and equipment. Employee develops, prioritizes, justifies and administers the maintenance and materials operating budget, the ten-year capital improvement budget, and the division imprest cash fund. Work is performed independently under very general guidance and may be reviewed at the completion of major projects or at significant milestones. Work may include other duties as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops, approves and establishes short and long-term plans, goals, priorities, production schedules and workload associated with vessel and shore installation maintenance. PERT/CPM techniques are used for long-range planning and scheduling of vessel overhauls, parts procurement and manpower requirements. Employee reviews, approves and consolidates section work schedules, preventive and annual maintenance schedules, and determines the need for additional personnel, space, facilities and equipment.

Organizing and Directing - Employee develops, approves, revises, establishes and enforces unit operating policies, maintenance schedules, work standards, methods, procedures and work flow. Employee creates temporary task forces and revises work assignments, priorities, production schedules and organizational structure to suit changing conditions and requirements, to improve productivity, and to accomplish the goals and objectives of the unit.

Budgeting - Employee analyzes budgetary needs and develops, compiles, prioritizes, justifies and recommends a department operating budget; and is responsible for operating within that budget when approved and established by controlling costs and shifting funds as necessary. Work includes screening all division requisitions over five hundred dollars and justifying and controlling the division imprest cash fund. Employee also develops, prioritizes and justifies the ten-year capital improvement budget for vessel replacement and facility improvement.

Training - Employee develops, directs and oversees the on-the-job training program and will evaluate other training needs and requests. Employee will also set up specialized vendor training programs and approve outside seminars. The effectiveness of the training programs are evaluated by discussions with subordinate supervisors and observations of work performed.

Setting Work Standards - Employee develops, establishes and oversees the enforcement of work standards, production schedules, quality and quantity requirements, and work rules consistent with operating policies, goals and objectives. Employee also directs and oversees the use of safety equipment and ensures that shipyard workmanship meets U. S. Coast Guard or CFR standards.

Reviewing Work - Employee reviews and monitors the maintenance and material management operation for accomplishments against program missions and goals. Work includes performing hands-on inspections, making the final technical decision on non Coast Guard regulated items,

reviewing the overall cost for each project and associated Coast Guard inspection reports, monitoring the production schedule, and reviewing all outgoing correspondence and purchase requisitions.

Counseling and Disciplining - Employee assures that disciplinary policies and procedures are followed and is responsible for all counseling and discipline associated with work rules, standards and performance. For higher level, directly reporting subordinates, the employee will recommend discipline associated with the second step and above.

Performing Other Personnel Functions - Employee directs, oversees and is responsible for all personnel functions associated with the maintenance and material management operation. Work includes screening and conducting joint interviews for higher level employees, approving selection recommendations, administering and evaluating directly reporting subordinates, and overseeing the performance evaluation of all assigned personnel.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Repair work, preventative maintenance and inventory orders are normally scheduled well in advance. Work is relatively stable although unscheduled repairs and emergencies must sometime be worked into the schedule. The ten-year vessel replacement program and new shipyard cause changes to and development of new methods, maintenance requirements, work standards, equipment and record keeping.

Variety of Work Supervised - Employee has administrative and technical managerial responsibility for all maintenance and material management functions for marine vessels and shore/terminal installations. Work includes the hauling, dry-docking, repair and modification of vessels; and the maintenance, repair and construction or modification of shore installations.

Number of Employees Responsible For - Employee normally supervises 85-100 shipyard and field maintenance personnel either directly or indirectly through intermediate supervisors.

III. EXTENT OF SUPERVISION RECEIVED - Employee works with almost complete independence in adjusting priorities, goals, work assignments, methods, procedures and techniques associated with the management and repair of vessels, shore/terminal installations and the shipyard. Employee receives general guidance and administrative supervision from the Director of the Ferry Division. Employee will discuss and recommend any major priority changes and will receive technical guidance from the Marine Engineer.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employee directs and oversees maintenance shift operations.

Fluctuating Work Force - N/A

Physical Dispersion of Employees - Work force is distributed in the main shipyard repair facility and in numerous field maintenance sites and shore/terminal installations.

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of marine equipment and the shipbuilding and maintenance trades including methods, materials and special techniques. Considerable knowledge of preventive maintenance and material management systems associated with the maintenance of marine vessels and shore/terminal installations. Ability to plan, budget, coordinate and direct the work of diverse functions through intermediate supervisors. Ability to exercise judgement and to establish effective working relationships with the general public and with all levels of internal personnel. Ability to review the work of subordinates and to communicate effectively both orally and in writing.

Minimum Training and Experience Requirements - Graduation from a technical college with a major in Marine Technology, Marine Maintenance, or Marine Construction Engineering Technology with a minimum of six years progressive experience in the maintenance or construction of metal marine vessels including at least three years of supervising or directing a major portion of a marine equipment maintenance and repair program; or an equivalent combination of education and related experience.