



**Position Title:** Lead Marine Mechanic

**Department:** Engineering

**Reports To:** Port Engineer

**FLSA Status:** Professional Exemption

**Supervises:** Provides direction and supervision to Engineering Technicians

**Projected Work Schedule and Hours:** Normal work week is Monday to Friday 0700 to 1530. Business operations are seven days a week and your schedule may occasionally include a weekend day or holiday.

**Position Summary-** Reporting to the Port Engineer, assist in vessel and facilities maintenance and repair, including project management, materials procurement, and staff supervision.

**Qualifications Required**

1. **Education** –  
Minimum- High School diploma or equivalent  
Preferred- Specialized coursework in engine repair, welding, vessel repair, or technical field
2. **Experience** – 5+ years experience in engineering/vessel maintenance
3. **Leadership** – Must possess ability to lead other engineers in project and task completion as well as industry best practices
4. **Technical Skills-** Must possess strong technical background in vessel and facility maintenance.

**Essential Functions and Responsibilities**

**Vessel Maintenance & Repair**

1. Ongoing Maintenance & Repair
  - Monitor and assess vessel mechanical and cosmetic maintenance and repair needs
  - Propose maintenance, repair projects and budgets based on ongoing assessment, for approval by Port Engineer
  - Prioritize and schedule maintenance and repair projects
  - Conduct maintenance and repair projects
2. Dry Dock Maintenance and Repair
  - Assist in vessel Dry Dock maintenance and repair needs
  - Propose Dry Dock maintenance and repair projects based on assessment for approval by Port Engineer

3. Preventative Maintenance
  - Identify and build requirements for all vessel preventative maintenance requirements
  - Assist in developing and maintaining a timetable for regular preventative maintenance projects
  - Conduct preventative maintenance
4. Emergency Repair
  - Respond to unscheduled repair needs
  - Devise and implement emergency repairs and implement appropriate actions to minimize similar emergencies in the future
5. Record Keeping
  - Keep accurate records of the timing and nature of all repairs and maintenance

#### **Facility Maintenance & Repair**

1. Ongoing maintenance & repair for Ticket Booth, Docks, and Boarding Areas
  - Monitor and assess maintenance and repair needs
  - Support Port Engineer in prioritizing and scheduling maintenance and repair projects
  - Conduct maintenance and repair projects

#### **Material Management (Procurement)**

1. Maintenance Supplies and Cleaning Supplies
  - Assist in the purchasing and management of needed maintenance supplies
  - Assure supplies are organized and easily located when needed

#### **Project Management**

1. Assist in Sourcing Contractors
  - Research and contract the services of competent contractors to assure best quality and pricing
  - Assure outsourced maintenance and repair projects are completed according to schedule
  - Minimize change orders and re-dos by contractor

#### **Safety and Security**

1. Participate and support in the following USCG Vessel Inspections
  - Annual COI
  - Drydock every two years
  - IBA's every year
  - Annual Fire equipment inspection
  - Annual Vessel Document Renewal
  - FCC licenses 5 and 10 years
  - Compass Swings 3/4years

2. Cal/OSHA

- Quarterly Site Inspections to assure Cal/OSHA compliance
- Assure all routine and annual permits are current and paid for

3. Assure all duties are performed in compliance with company security plan

**Environmental and Regulatory Procedures**

- Support Engineering Department in compiling with Environmental Regulations

**Staff Supervision**

- Assist in engineering staff training to policies, procedures, and performance standards
- Direct engineering staff as needed to ensure safety, efficiency and quality.
- Project manage as directed by the Port Engineer, supervising other engineering department staff.

**Nonessential Functions and Responsibilities**

**Organizational support**

- Provide organizational support as requested to different departments.

**Special Projects and Assignments**

- Miscellaneous duties and responsibilities will be assigned on an as needed basis by the Port Engineer

**Success Factors and Job competencies**

1. **Leadership**- demonstrated ability to lead by example as a professional member of the Red and White fleet
2. **Planning**- Ability to think ahead and plan in advance for short term and long term success
3. **Time Management**- Ability to prioritize day to day duties while managing multiple projects and meeting deadlines
4. **Problem Solving**- Collaboratively resolve issue that impact other departments as well as address technical/mechanical problems.
5. **Technical proficiency**- Strong understanding of and ability to use all systems required in the department
6. **Team Builder**- Must develop and foster teamwork within department
7. **Customer Service**- Must excel in and ensure excellent customer service throughout department
8. **Initiative**- Ability to challenge oneself and others to take action and develop new opportunities

**Physical demands and Working Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:**

1. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to fingers; reach with hands and arms; talk and hear.
2. This employee must occasionally be able to lift 50 pounds.
3. This employee must be able to independently travel.

**Work Environment:**

1. Must work in maritime environment and in varying locations where space is limited and often shared.
2. Temperature and climate may vary
3. Moderate noise level

**Performance Standards**

1. This employee will receive a performance appraisal by their manager each year during the month of November to review the individual's performance of the duties outlined in this Job Description and the attainment of individual and department goals.
2. This employee is expected to adhere to all company policies, vision and mission at all times.
3. The employee should always act in the best interest of the company.

I have read and understand the contents of this Job Description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_