

### Class Concept

Positions work to centrally coordinate, manage, and prepare all vessel maintenance and repair schedules, specifications and reports, as well as materials and manpower planning for all Ferry vessels undergoing maintenance/repair work at the shipyard. Work is scheduled to meet U.S. Coast Guard established vessel maintenance schedules. Position coordinates schedules with personnel throughout the Ferry Division and other agencies contracting with the shipyard in order to identify the nature of repair jobs and to prepare annual repair schedules. Work requires the calculation of both estimated work hours and identification of the exact maintenance/repair jobs necessary. The position is also responsible for ordering materials, preparing weekly status reports, and adjusting schedules to accommodate emergencies. Supervisory responsibilities include facilitating staff development training plans, overseeing trade crews in order to expedite work, ensuring vessel maintenance/repairs are completed as specified, and determining the overall effectiveness of the program.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of maintenance requirements and repair procedures for vessels and the use of a wide variety of marine maintenance/repair equipment/tools.
- Working knowledge of parts and inventory systems, purchasing procedures, and supply sources.
- Ability to envision repair jobs and the sequence of tasks and materials necessary to complete maintenance/repair jobs, as well as necessary documentation.
- Ability to evaluate the effectiveness of preventative maintenance programs and to recommend the necessary improvements.
- Ability to effectively communicate using marine industry terminology and coordinate work efforts.
- Ability to prepare written reports, graphs, and charts utilizing industry standard software.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and four years of progressive experience in inspecting marine vessels, writing maintenance specifications, and analyzing/scheduling vessel and marine repair work in a shipyard; or an equivalent combination of training and experience.