

## **MARINE PROJECT ENGINEER**

### **DEFINITION**

Under the general direction of the Senior Project Manager, the Marine Project Engineer will act as marine technical resources for issues related to San Francisco Bay Ferry's assets. This position will be assigned to high-dollar complex vessel / terminal projects that require complicated procurement processes, such as but not limited to, developing and/or overseeing the preparation of specifications, drawings, and procurement documents necessary to advertise, proceed to competitive bid, and management of the project through completion.

This position will assist in coordinating assigned activities with other San Francisco Bay Ferry divisions, contractors, outside agencies, and the public; fosters cooperative working relationships among SF Bay Ferry divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Senior Project Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Senior Project Manager. Provides technical and functional direction to external service providers and assigned internal staff.

### **CLASS CHARACTERISTICS**

The incumbent oversees, directs, and participates in the capital asset rehabilitation and replacement program activities, including project design and delivery, and administration of project budgets. Successful performance of the work requires knowledge of maritime capital asset management and maintenance, and skill in coordinating assigned work with that of other divisions, contractors, and public agencies; and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing program planning and operational goals and objectives and for furthering the goals and objectives within general policy guidelines. This class is distinguished from the Senior Project Manager in that the latter has overall management responsibility for multiple Project Engineers and the management of significantly more simultaneously occurring projects.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of maritime transit maintenance, engineering, and other services as they relate to the area of assignment.
- Leads efforts to ensure engineering documentation is current, accurate, accessible, and organized.
- Maintains working and official divisional files.

- Monitors changes in laws, regulations, and technology that may affect WETA operations; implements policy and procedural changes as required.
- Prepares and presents staff reports, various management and information updates, and reports on special projects as assigned by the Operations and Maintenance Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Assists with the agency's mandate to coordinate the waterborne transit response to a regional emergency consistent with the principles, concepts and procedures contained in the WETA Emergency Response Plan and the Emergency Operations Plan; may include such activities as participation in emergency response drills and exercises and work to support the operation of the agency's Emergency Operations Center when activated.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of public agency administration.
- Concepts, theories, and principles and practices of passenger vessel design, maintenance and engineering.
- Concepts, theories and principles and practices of docking and service facility design, maintenance and engineering.
- Principles and practices of contract management.
- Principles and practices of project management.
- Principles and practices of procurement, including preparation of plans, specifications and cost estimates, analysis and recommendations in the selection and award of contracts, contract administration; and inspection of work to insure compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and WETA staff.
- Knowledge of CAD software to design and manipulate drawings related to Marine Engineering and Naval Architecture.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Effectively administer special projects and contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent WETA in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems; including CMMS and Inventory systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in marine engineering, Naval Architecture, construction management, or a related field.

#### Experience:

Five (5) years of recent, full-time experience in the marine industry. Experience with USCG and various State regulations. Experience with CFR's with emphasis on Title 46, Subchapter K.

#### License(s) and Certificate(s):

Possession of a valid California Driver's License and a satisfactory driving record.

### **PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment including a computer; to operate a motor vehicle and visit various WETA sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves some fieldwork requiring walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise level, controlled temperature conditions and no direct exposure to hazardous physical substance. When in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards,

vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing WETA policies and procedures.