

**POSITION:**           **ENGINEERING & MAINTENANCE ADMINISTRATOR**

**LOCATION:**            WETA Office – San Francisco, CA

**CLASS CODE:**        Exempt

**DATE POSTED:**      February 17, 2021

**CLOSING DATE:**     Open Until Filled (First Review of Applications: March 12, 2021)

**OPENING(S):**        1 Position

**APPLICATION PROCESS:**

Please mail or email cover letter, resume and the required application to:

WETA  
Attn: Human Resources  
9 Pier, Suite 111  
San Francisco, CA 94111

EmploymentApplications@watertransit.org

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- Cover Letter
- Resume
- Employment Application  
(available at <https://weta.sanfranciscobayferry.com/employment>)

San Francisco Bay Area Water Emergency Transportation Authority (WETA) is a regional public transit agency tasked with developing, operating and expanding ferry service on the San Francisco Bay and with coordinating the water transit response to regional emergencies. San Francisco Bay Ferry, a service of WETA, operates ferry routes connecting the cities of Alameda, Oakland, Richmond, San Francisco, South San Francisco, and Vallejo. More information is available at <https://sanfranciscobayferry.com/media-center>.

**JOB DESCRIPTION**

Under general direction, the Engineering & Maintenance Administrator plans, organizes, and manages the capital asset rehabilitation and replacement program within the Operations and Maintenance Division, including managing WETA's ferry vessel, ferry terminal, and facilities and capital asset construction and maintenance projects; assists in coordinating assigned activities with other WETA divisions, contractors, outside agencies, and the public; fosters cooperative working relationships among WETA divisions, and with intergovernmental and regulatory agencies and various public and

private groups; provides highly responsible and complex professional assistance to the Operations & Maintenance Manager in areas of expertise; and performs related work as required.

### **PRIMARY RESPONSIBILITIES**

- Recommends, develops and implements goals, objectives, policies, and priorities for the assigned operations, including appropriate service and staffing levels and policies and procedures.
- Oversees facility, vessel, and equipment maintenance/repair work performed by contracted operator and vendors; inspects and monitors WETA facilities and vessels, including travel to work locations; schedules and sets priorities in accordance with WETA priorities.
- Develops contractor/consultant requests for proposal for facility and vessel maintenance services and vessel construction; ensures public bidding procedures are followed; reviews estimates of labor and material costs for work to be performed.
- Manages capital vessel and facility construction and maintenance project contracts and associated budgets, work scopes, schedules, and delivery.
- Develops and manages long-term facility and vessel asset management plans for preventative maintenance, in accordance with mandated regulations.
- 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.
- 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 & 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 ensure 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.

**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.
- 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 transportation, construction management, or a related field.

Experience:

Six (5) years increasingly responsible professional maritime asset management and maintenance program experience, two (2) years of which should be in a management capacity.

Five (5) years of Marine project management experience.

License(s) and Certificate(s):

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

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting or standing for long period of time; occasional climbing, crawling, bending, stooping, or squatting.

(2) Lifting/Pushing/Pulling: Frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. May be required to wear protective clothing, safety glasses, safety shoes and hardhat.

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.