

CLASS TITLE:

**ASSISTANT SUPERINTENDENT
OF STATE PIERS**

Class Code: 02300500

Pay Grade: 22A

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the maintenance of state property surrounding all state piers, including all facilities, structures, and land and water areas; to collect, record and report rentals charged to berthholders, transients and tenants; and to do related work as required.

SUPERVISION RECEIVED: Work is assigned to general outline and is reviewed occasionally upon completion for satisfactory results.

SUPERVISION EXERCISED: Makes assignments and reviews the work of subordinates in progress and after completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the maintenance of state property surrounding all state piers, including all facilities, structures, and land and water areas.

To collect, record, and report rentals charged to berthholders, transients, and tenants.

To make rounds of inspections, investigate and report unusual conditions or damage and the need for maintenance of property.

To be responsible for routine maintenance of state-owned buildings, docks, and other structures; to assist in maintenance work.

To oversee docking of vessels and boats.

To control parking in and around state-owned areas.

To prevent unauthorized occupation or use of land and facilities.

To determine and requisition materials needed to perform routine maintenance work.

To prepare simple, but accurate, reports of significant activities and conditions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A knowledge of harbor and longshore practices and procedures; a working knowledge of building and harbor structure maintenance; a familiarity with the problems involved in safeguarding property; the ability to keep simple records and make reports; the ability to deal courteously with the public; the ability to perform various types of routine maintenance; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school; and

Experience: Such as may have been gained through: employment involving the maintenance of docks, piers, or other tidewater structures.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 15, 1984

Editorial Review: 3/15/2003