

**CLASS TITLE: PIER SUPERVISOR (MAINTENANCE)**

**Class Code: 02300301**

**Pay Grade: 13G**

**EO: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To ensure the proper maintenance of state property surrounding all state piers, including facilities, structures, and land and water areas; or, to ensure the proper dockage of vessels at state piers, keep billing records related thereto; and to do related work as required.

**SUPERVISION RECEIVED:** Work under general supervision; assignments are received in detail or generate from the regular flow of work; work is reviewed upon completion or, occasionally, in process.

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

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform and supervise the maintenance work on state property surrounding all state piers, including all facilities, structures, and land and water areas.

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

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

To prepare simple accurate reports of significant activities and conditions.

To keep time sheets and records relating to supplies and equipment.

To keep tools and equipment in proper working condition.

To ensure the proper dockage of commercial offshore and inshore fishing vessels and charter boats with temporary or permanent privileges at state piers.

To make regular inspections of piers and facilities to ensure boats are properly located, owners are in conformance with pier rules, and property is in proper repair.

To record and keep files for billing of all vessels; and to meet with boat owners to have them move boats as necessary to keep proper pier space available.

To manage seasonal parking concessions and related activities.

To identify and report stolen or abandoned vessels to law enforcement authorities; and to report boating safety violations to the proper authorities.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** 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; the ability to supervise subordinates assigned to assist; or knowledge of the laws and rules applied to the dockage of vessels of various sizes and displacement; knowledge of basic bookkeeping methods; the ability to keep simple files; the ability to identify safety hazards on piers or boats; the ability to communicate effectively with owners; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: completion eight school grades; and

Experience: Such as may have been gained through: employment in a responsible capacity involving the maintenance of docks, piers or other tidewater structures; or, employment in a responsible capacity keeping simple financial records and docking vessels.

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

Class Revised: July 14, 1991

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