

**CLASS TITLE: SUPERINTENDENT OF STATE PIERS**

**Class Code: 02300600**  
**Pay Grade: 24A**  
**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Division of Coastal Resources to be responsible for planning, coordinating, and supervising the day to day activities of state owned piers and port facilities including all structures, land and water areas; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief of Division of Coastal Resources from whom work assignments are received with considerable latitude for the exercise of independent judgement and the application of accepted management, and maintenance principles, methods, and techniques; work is reviewed usually in conference by evaluation of reports and work results.

**SUPERVISION EXERCISED:** Has immediate charge of the work of all subordinates assigned as staff at state piers and lands under jurisdiction of the Division.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Division of Coastal Resources to be responsible for planning, coordinating, supervising and reviewing the day to day work of subordinates engaged in performing technical and related duties involved in the management and maintenance of state piers and related land and buildings.

To plan and execute a program of maintenance of state owned buildings, docks, and other structures; and to act as an inspector for construction work undertaken by the department.

To make rounds of inspections, investigate unusual conditions, making reports thereon, also on damage to or need for maintenance of properties.

To prepare accurate reports of significant activities and conditions and submit same to the Chief of the Division.

To prepare specifications for the purchase of materials and equipment.

To determine the needs of the Division on all items needed for the repair and maintenance of state piers and buildings and to submit these needs to the Chief of the Division so that blanket contracts can be issued for such items.

To implement a management plan for the collection of rents, dockage, and parking fees and the assignment of berthing space to vessels using state pier facilities.

To supervise the enforcement of all duly adopted rules and regulations for state piers and land under the jurisdiction of the Division of Coastal Resources.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of harbor and longshore practices and procedures; a thorough knowledge of building and harbor structure maintenance; a familiarity with the problems involved in safeguarding property; the ability to supervise both work crews and office personnel; the ability to prepare, plan and execute a maintenance program for buildings, docks and other structures; the ability to prepare specifications for materials and to prepare reports with recommendations based on his knowledge of the needs of the facilities under his supervision; a thorough knowledge of the rules and regulations pertaining to state piers and facilities; the ability to deal courteously with the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: employment in a responsible supervising capacity involving operating and maintaining port facilities and state land.

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

Class Created: April 15, 1984

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