



Code: 7357
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Marine

CLASS TITLE: MARINE PILOT

CHARACTERISTICS OF THE CLASS

Under direction, controls and commands the operation and maintenance of a City-owned tugboat, and performs related duties as required

ESSENTIAL DUTIES

- Navigates and ensures the safe operation of a City tugboat through waters in Lake Michigan, the Chicago River, and associated locks
- Assigns and directs the activities of crew personnel engaged in operation, repair, and maintenance functions
- Ensures the on board safety of passengers and provides assistance in maritime rescue operations
- Oversees the towing of scows, barges, and similar craft while underway
- Transports supplies, equipment, materials and personnel to water intake cribs
- Steers boat to break lake and river ice during winter and inclement weather
- Examines boat's equipment and maintenance needs and recommends, requisitions, and supervises the repair thereof
- Ensures compliance with Coast Guard and OSHA regulations and requirements and coordinates the implementation of new or revised processes and procedures to ensure full compliance
- Instructs crew in shipboard drills and emergency procedures (e.g., operation of fire extinguishing equipment, man overboard)
- Oversees fuel transfer operations and orders supplies, tools, and equipment
- Prepares and maintains daily logs, record books, and other reports of tugboat activities
- Monitors the boats position and course, using charts, maps, radars and other navigation equipment while underway, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of work experience in the navigation and piloting of tugboats

Licensure, Certification, or Other Qualifications

- Master's license 200 tons or greater for Great Lakes-Inland issued from the United States Coast Guard
- Marine Radio Operator's Permit (MROP) from the Federal Communications Commission (FCC)
- Master of Towing Vessel License for Great Lakes, Inland Waters, and Western Rivers as issued by the United States Coast Guard
- Merchant Mariner's Credential (MMC) issued by the United States Coast Guard

- Radar Observer Unlimited Certification as issued by the United States Coast Guard
- Transportation Worker Identification Credential (TWIC) as issued by the Transportation Security Administration

WORKING CONDITIONS

- Exposure to extreme outdoor weather conditions (e.g., lake exposure)
- Exposure to loud noise, fumes or dust, oily or wet environment

EQUIPMENT

- Standard office and computer equipment (e.g., computer, telephone, printer, photocopier, fax machine)
- Communication equipment (e.g., two-way radio, dispatch communications equipment, multi-channel system)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *navigational rules and regulations
- *location of channels, floating bells, lights, landmarks, and signals
- *methods and procedures applicable to navigating a tugboat or similar vessel
- *applicable emergency operations (e.g., handling and towing scows)

Some knowledge of:

- supervisory methods, practices, and procedures
- *tugboat mechanical and electronic systems and equipment
- *applicable communications equipment and devices
- *refuse disposal materials and supplies
- *storage methods, practices, and procedures
- *use of safety equipment and protective gear
- *applicable safety procedures and code standards specific to tugboat operations, including Coast Guard and OSHA standards

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Department of Human Resources
May, 2018
Minimum quals updated: July, 2021