



**Code: 7398**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Marine

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## **CLASS TITLE: DECK HAND**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, provides manual support to assist in the operation and maintenance of a City-owned tugboat, and performs related duties as required

### **ESSENTIAL DUTIES**

- Handles lines to moor vessel, tie up vessel during docking and departing operations, and to rig towing lines
- Guides the vessel away from dock and ensures that lines are properly stowed
- Loads and unloads supplies, materials, equipment, to and from vessels; operates a forklift as needed
- Assists passengers boarding and departing the vessel and to the water intake cribs
- Connects and disconnects fuel hoses and electrical lines
- Secures the tugboat to barge for the purpose of towing and ensures barge is secured to the dock before tugboat is released
- Signals and guides the Marine Pilot for the purpose of ensuring the safe and effective movement of the vessel during barge moves
- Stands steering watches and lookout watches while underway
- Assists the Marine Engineer during fuel transfer operations and in maintenance of the vessel's engine and equipment
- Operates, maintains and repairs tugboat equipment (e.g., winches, cranes) and uses handtools to splice and repair cables and ropes
- Performs general housekeeping and maintenance functions (e.g., washes deck, paints superstructure, polishes metal)
- Assists Tug Boat Coordinator with ice mitigation and removal
- Instructs passengers on safe boating practices and procedures (e.g., location of survival suits, life jackets, fire extinguishers)
- Assists with buoy deployment and retrieval operations, as required
- Cools bridge mechanisms by spraying them with cold water in hot weather to facilitate their operation, 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**

- Three years of work experience as a deck hand or crew member assisting in the operation and maintenance of a tugboat, tow boat or vessel

#### **Licensure, Certification, or Other Qualifications**

- Merchant Mariner's Document (MMD) with Able Bodied Seaman-Unlimited endorsement issued by the United States Coast Guard
- Assignments involving the operation of a forklift require positions to be trained and evaluated by the employer prior to the assignment, as required under OSHA standards administered by the Illinois Department of Labor (IDOL)

### **WORKING CONDITIONS**

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

### **EQUIPMENT**

- 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)
- Hand held tools

### **PHYSICAL REQUIREMENTS**

- Heavy lifting and carrying (ranging from 75 to 100 pounds)
- 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**

Knowledge of:

- \*techniques used in the handling of mooring and towing lines, including tying and splicing mooring lines
- \*methods and procedures applicable to connecting and disconnecting fuel hoses and electrical lines
- \*applicable emergency operations

Some knowledge of:

- \*maintenance and cleaning of marine engines
- \*applicable communication 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

- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*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 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
- 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**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

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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.

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City of Chicago  
Department of Human Resources  
December, 2012  
Minimum Quals updated: July, 2021