



## Maine Maritime Academy

### Company Officer

#### POSITION OVERVIEW

Employee is responsible for the professional development of the assigned companies in the Regiment of Midshipmen, and oversees their administration. Responsibilities include creating and maintaining a company atmosphere which fosters leadership, honor, duty, courtesy and military bearing. Employee provides guidance, mentoring, counselling and supervision to the company midshipmen/officers. Employee teaches 100, 200, and 300 level Professional Development courses for academic credit. Employee is responsible for limited STCW teaching requirements related to watch standing and watch team management. Employee will manage Band, Drill and Cruise MWR budgets and are responsible for report preparation. Employee has a high degree of public contact representing the Academy and teaching. The ideal candidate will possess the following preferred qualifications: a Bachelor's Degree, Master's Degree preferred.

#### DUTIES

- Oversees the daily routine of the assigned companies.
- Administers the company discipline system.
- Supervises company formations, ceremonies and functions.
- Implements Regimental inspection policy.
- Conducts student personal, academic and disciplinary counselling.
- Develops and teaches Personal Development classes and maintains related midshipmen accountability records.
- Position includes mandatory annual training cruise(s) and other sea duty including shipyard periods away from Castine.
- Stands Staff Watch Officer Duty during cruise and Regimental Preparatory Training.
- Coordinates and supervises ship maintenance and maintains related midshipmen accountability records with designated ship's crew.
- Prepares assigned midshipmen for cruise and monitors their pre-cruise training.
- Maintains sensitive and confidential midshipmen performance and discipline files.
- Administers and Academy Drug & Alcohol Testing program within the assigned companies.
- May participate in the student recruiting process.
- Conducts disciplinary boards as required.
- Oversees student watch performance during the academic year, enforcing standards of watch keeping and certifying STCW compliance.
- Must maintain a working knowledge of MARPOL regulations and compliance.
- Provide Training Cruise planning and coordination for events and services in foreign and domestic ports of call.
- Provide management and oversight of the Band and Drill Team budgets.
- Generates and Maintains student records in accordance with all applicable state and federal laws.

- Answers questions and communicates with families of students or the community when appropriate.
- Participates in Regimental PT Program.
- Ensures adherence to OSHA, NFPA and other applicable safety codes.
- Other duties may be assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

***The ideal candidate will possess the following preferred skills and qualifications:***

## **SKILLS**

- Ability to effectively shepherd, train and educate college-age students
- Excellent organization skills
- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills, ability to speak with outside constituents to include parents
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite
- Ability to work in a student-oriented training environment
- Ability to teach college-level courses related to shipboard engineering and general marine engineering

## **QUALIFICATIONS**

- Minimum of Bachelor's Degree; Master's preferred
- Evidence of successful completion of leadership/management training (LMET)
- Knowledge of FERPA
- Prior teaching/education experience preferred
- Criminal background clearance, Merchant Mariner Credential, TWIC, US Passport

## **PHYSICAL REQUIREMENTS**

- The physical requirements as outlined in the NVIC 04-08, as updated periodically by the U.S. Coast Guard, are herein incorporated.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- The work environment while onboard ship includes extremes in weather conditions, rough seas and occasional loud mechanical noises

**MAINE MARITIME ACADEMY**

JOB TITLE: Company Officer  
WAGE GRADE: 22

JOB CODE: 2160

UNION: Staff  
TOTAL POINTS: 496

	<b><u>FACTOR</u></b>	<b><u>DEGREE</u></b>	<b><u>POINTS</u></b>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	4	32
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	5	40