

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Master, Schooner Bowdoin

### POSITION OVERVIEW

Employee is responsible for the day to day maintenance and efficient operation of the Schooner Bowdoin, a two-masted auxiliary schooner, including operation, maintenance, safety, and cleanliness. This is a “hands on” position. . Employee operates multiple Academy small craft. Employee provides input for budget and report preparation. Employee has a high degree of public contact representing the Academy. Teaching Academy students is required. Employee must be prepared to be away from the Academy on vessel charters for extended periods.

### DUTIES

- Report to the Waterfront Manager concerning areas of responsibility.
- Responsible for daily operation and maintenance of the Schooner Bowdoin, to include bright work, equipment, machinery, cleaning and painting.
- Ultimate responsibility for the safety of the passengers and crew.
- Ensure that all personnel on board are familiar with safety precautions, procedures and drills and that the required safety equipment is on board at all times.
- Responsible for timely inspections of vessels, safety, lifesaving, firefighting and other emergency equipment to include annual insurance safety inspections.
- Ensures adherence to USCG, OSHA, NFPA and other applicable safety codes.
- Navigation of vessel, maintenance and upgrades on navigation and communications equipment.
- Perform multiple boat trips for the Ocean Science programs as well as other Academy programs.
- Must maintain high degree of awareness of budgetary constraints, cost control and long term maintenance planning for Schooner Bowdoin.
- Responsible for performing and supervising maintenance for the Schooner Bowdoin, to include oversight of maintenance during yard periods.
- Analyze needs and plan preventive maintenance programs and upgrades for systems, and successfully implement and administer the ship’s planned maintenance system.
- Recommends to Marine Operations Manager or designee equipment and supply needs or problems.
- Supervises both student and regular Academy employees (vessel crew).
- Directs and assists with loading/unloading of gear and equipment for various small craft uses.
- Maintains deck, engine, and radio logbooks.
- Employee may be required to teach Academy undergraduate courses

- Employee has direct supervision of student crews and safety protocols during deck operations in labs.
- Promotes Maine Maritime Academy to prospective students, donors and the general public.
- In conjunction and collaboration with the Director of Communications, serve as MMA representative to media and public.
- Employee may be required to assist or lead maintenance and operations on other Academy vessels.
- Employee will also be relief Captain or crew on other vessels as assigned.
- Other duties may be assigned.
- Responsible for petty cash management system and scheduled reconciliations.

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.

## **SKILLS**

- Exceptional sailing skills
- Sail making and sail repair rigging skills
- 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
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required.
- Ability to work in a student-oriented training environment
- Ability to teach college-level courses related to **shipboard maintenance, navigation and leadership**
- Willingness to keep abreast of Academy courses relating to the ship and students

## **REQUIREMENTS**

- Bachelor's Degree required
- Must possess minimum 100 ton US Coast Guard License Near Coastal with Sailing endorsement; 500 ton US Coast Guard Oceans License preferred
- Minimum of three years' experience sailing tall-masted ships.
- FCC Radio Operator's Permit (COI vessel),

- Unlimited Radar Endorsement
- CPR, First Aid (including AED),
- Valid driver's license, clean record
- Prior teaching experience preferred
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite

### **SPECIAL REQUIREMENTS**

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same
- Criminal Background check required
- Tobacco-Free workplace

### **PHYSICAL/ENVIRONMENTAL 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
- Frequent underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- This work includes sailing and maintenance work in outside areas, hot and cold weather, and exposure to elements such as the ocean, rain, salt spray, dirt, fumes, and loud noises.
- Requires color vision: ability to identify and distinguish colors and depth perception. Vision requirements as set forth and covered under USCG requirements.

## Maine Maritime Academy Position Factor Analysis

Job Title: Master, Schooner Bowdoin Job Code:

Wage Grade: 23 Total Points: 498

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
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	4	32
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	2	16
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification 1/2017