

**MAINE MARITIME ACADEMY
JOB DESCRIPTION
STAFF POSITION**

JOB TITLE: Temporary Ship Supply Officer/ISM Coordinator DATE: July, 2017

POSITION OVERVIEW

The Ship Supply Officer/ISM Coordinator reports to the Captain and Chief Engineer. Responsible for, but not limited to, the following tasks; completes purchasing requirements of the ship, maintains inventory tracking of consumables and replacement parts, maintains required logs and records, and functions as the Integrated Maintenance System Coordinator using the NS5 system. This position also serves as liaison with MARAD concerning disposition of government owned equipment and replacement parts.

DUTIES

- Maintains inventory control and reorder process.
- Maintains NS5 maintenance records of training ship equipment.
- Functions as ISM Coordinator.
- Maintains Safety Management System records for Engineering Department.
- Coordinates with MARAD on replacement of government owned/maintained equipment.
- Maintains Technical Publication library.
- Responsible for stowage, use and training of Material Safety Data Sheets (MSDS) of all hazardous materials aboard ship.
- Maintains timesheets and records for employees who are not full time Academy employees.

SKILLS

- Knowledge and familiarity with all shipboard maintenance systems and Safety Management System.
- Ability to write reports, business correspondence, and procedural instructions.
- Ability to effectively present information and respond to questions from groups of managers.
- Ability to be flexible to changes of schedule.
- Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.
- Ability to interpret instructions presented in written, oral, diagram, or schedule form.

- Knowledge of computerized maintenance management system NS5 and Microsoft Office suite.

QUALIFICATIONS

- Merchant Mariner Credential (MMC)
- Transportation Worker Identification Card (TWIC)
- Previous work experience aboard seagoing vessel of 1,600 gt or greater (Preferred)
- Candidate must pass a pre-employment physical examination, drug test, and be deemed fit for duty at sea.

PHYSICAL REQUIREMENTS

While performing the duties of this job, this employee may:

- Be exposed to extremes in weather onboard ship, including rain, sleet, snow, rough seas;
- Regularly sit, walk through narrow passages, climb ladders;
- Use hands to manipulate objects, tools or controls;
- Reach with arms and hands;
- Lift and move up to 40 pounds;
- Work in areas of high noise levels.

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 the individual employees consistent with policy and collective bargaining agreements.