

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Temporary Supply / ISM/SMS Compliance Officer – Training Ship

POSITION OVERVIEW

Cruise position only. Employee reports to the Master or Chief Engineer. Employee is assigned duties, work schedules, and long term projects. Responsible for supply process, creating reports, entering and tracking accurate data in the NS5 system, purchasing, maintaining required logs and records, and other duties related to the training ship. This position also serves as liaison with MARAD concerning disposition of government owned equipment and replacement parts.

DUTIES

- Performs all duties normally associated with a ship supply officer position.
- Maintains maintenance records in shipboard NS5 system, documenting all periodic and emergent maintenance requirements.
- Maintains inventory control on all engineering store rooms.
- Generates requisitions for equipment and supplies for shipboard use.
- Tracks status of government property assigned to the training ship, ensuring full accountability. Generates annual report to MARAD for accountability.
- Maintains the technical publication library.
- Researches vendors and obtains price quotes on required items and equipment.
- Receives and tracks all vessel stores and spare parts, entering same in NS5.
- Stows, uses and tracks Material Safety Data Sheets and all hazardous materials aboard ship.
- Maintains timesheets and records for employees who are not listed in the Academy's payroll – timekeeping system.
- Keeps logs and records of all ship's equipment changes and items destined for salvage or scrapping and final distribution of funds received from MARAD.
- May supervise students with various ship supply, NS5, and SMS procedures or issues.
- Ensures all SMS manuals are in place and SMS files and paperwork are up to date.
- As a uniformed officer complies with the regimental uniform regulations as modified by the Commandant for staff officers.
- Consistently demonstrates Maine Maritime Academy's values.
- Focuses on customers – communicates well and works to meet or exceed expectations of internal and external customers.

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 law.

ESSENTIAL SKILLS

- Demonstrates technical and functional expertise – seeks out technical knowledge and skills to meet the needs of both internal and external customers.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Above average mathematical skills required: ability to calculate figures and amounts such as discounts, interest, etc.
- Excellent record-keeping skills.
- Accurate attention to detail.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Good working knowledge of MARAD's Computerized Maintenance Management System NS5, and
- Excellent knowledge of Microsoft Office programs Word and Excel.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred, however, high school diploma or general education degree (GED) acceptable with more extensive work experience;
- Minimum one year related experience;
- Certificates, Licenses, Registrations: MMC, TWIC Card, Valid Passport and STCW
- Previous work experience aboard a vessel of 1,600 gt. Or greater for 30 days or more preferred.

SPECIAL CONDITIONS

- Criminal background check required.

PHYSICAL/ENVIRONMENTAL FACTORS

- 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.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- Noise level is moderate working in spaces with unregulated heat conditions above shipboard fuel tanks involving noise, heat from engines and vibrations.
- Occasional exposure to extremes in weather, including rain, sleet, snow, rough seas.
- Frequent use of keyboard and computer screen.