

**MAINE MARITIME ACADEMY  
JOB DESCRIPTION  
STAFF POSITION**

**JOB TITLE: Assistant Training Officer (Deck) - Summer Cruise**

**POSITION OVERVIEW**

The Assistant Training Officer acts as classroom and laboratory instructor teaching classes on a variety of subjects related to the USCG 3<sup>rd</sup> Mate License/OICNW including, but not limited to, celestial navigation, seamanship, cargo operations, voyage planning, watch-keeping/bridge resource management, and Safety Management System utilization. This position reports to the Senior Deck Training Officer.

**DUTIES**

- Develops and teaches classroom and lab classes as directed by the Senior Training Officer.
- Supervises and trains students of varying experience levels in practical operation of all bridge and deck machinery/equipment, tools, and safety equipment.
- Frequently acts as a safety observer during any evolution involving groups of students; working knowledge of/experience with Safety Management Systems is recommended.
- Works with the Senior Deck Training Officer to develop and present material to Cadets.
- Responsible for objectively evaluating student performance as well as work and training processes.
- As a uniformed officer, must comply with the Regimental Cruise Manual and regimental uniform regulations as modified by the Commandant for staff officers.

**SKILLS**

- Thorough knowledge and familiarity with all shipboard systems and equipment.
- Experience as Deck Watch Officer/OICNW, or related experience.
- Experience of, or willingness to learn, teaching and objective evaluation of Cadets.
- Excellent physical health and evidence of a positive mental attitude.
- Desire to inspire, motivate, and mentor aspiring Merchant Officers in their professional development.
- Ability to work with people in a closed, intense environment while providing effective leadership.

- Ability to be flexible to changes of schedule and teaching content in a dynamic training environment.
- Ability to teach watch-keeping/bridge resource management, cargo handling, line handling and deck equipment usage, and proper use of Safety Management Systems.

## **MINIMUM REQUIREMENTS**

- Valid US Passport
- Transportation Worker Identification Card (TWIC)
- Candidate must pass a pre-employment physical examination, drug test, and be deemed fit for duty at sea.
- Computer proficiency is required.

## **PREFERRED QUALIFICATIONS**

- USCG Third Mate's License – Motor unlimited or similar qualification
- STCW 2010 Endorsement
- Merchant Mariner Credential (MMC)

## **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 100 pounds;
- Work in areas of high noise levels.

## **Tobacco-Free Notice**

For the health and wellbeing of our community, the Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free as of August 1, 2016.

**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. Revised 4/6/17.**