

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Electronics and Technology Officer

### POSITION OVERVIEW

The Electronics and Technology Officer reports to the Chief Engineer or his/her designated subordinate. Employee, under the direction of the engineering department, is responsible for the maintenance, testing and repair of the ship's Information Technology and electrical equipment. Assigned duties and jobs are scheduled through consultation with the vessel's 1<sup>st</sup> Assistant Engineer and Chief Mate. Position functions as liaison to the campus Information Technology department to provide technology support. Sailing experience on board commercial vessels or military vessels and experience in the many aspects of shipboard technology systems and their maintenance is preferred. This is a salaried union position.

### DUTIES

- Acts as ship's liaison to campus IT department.
- Responsible for all duties associated with providing technical support services to the ship.
- Assist in identifying, reporting, testing and assisting with needed electrical repairs.
- Troubleshoots computer hardware and software and associated peripherals.
- Responsible for using and maintaining stores, spares, equipment and tools.
- Responsible for connecting and disconnecting communication cables when dockside.
- Supports network hardware, software and connectivity technology.
- Maintain and repair electrical motor controllers.
- Performs administrative tasks for email and other ship servers and systems.
- Maintain switchboards including main and emergency switchboards.
- Supervises Cruise Helpdesk and student workers.
- Maintain emergency battery backup-up systems.
- Inspect and test various components of the ship's electrical systems including lighting systems, switches and breakers.
- Maintain records of repairs and testing made to all shipboard electrical equipment.
- Maintain and repair the ship's telephone systems, including sound powered phones and PA system.
- Assist with all engine and machinery overhauls as directed.
- Run various communication cable as needed.

- Maintain the electrical portion of the ship's fire detection system, fire alarm system, general alarm system, electronic automation systems and ship's lifeboat and rescue boat davits.
- Required to participate in the annual training cruise.
- Act as a working supervisor of students during maintenance functions.
- May be required to teach Academy courses or labs related to maintenance on the ship.
- Must become familiar with the ship's Safety Management System (SMM) as it relates to the job.
- Assist with the organization, training and execution of emergency drills.
- Comply with all safety PPE requirements.
- May be required to assist with the maintenance or repair of other Academy vessels.
- Adherence to MMA policies.
- Other duties as assigned.

*The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.*

## **SKILLS / EXPERIENCE**

- Ability to perform panel and/or circuit surveys and assist in preparation of schematics.
- Ability to diagnose, troubleshoot, repair, replace or reprogram PLCs.
- Ability to properly operationally test equipment after repairing same.
- Experienced in the use of common electrical and technical measuring instruments such as voltmeters, ammeters, ohmmeters, power analyzers, network analyzers and megohmmeters.
- Ability to work and excel in a student orientated training environment.
- Present a professional appearance and work ethic.
- Ability to work with a minimum of supervision and with a positive attitude.
- Must be able to communicate effectively in both written and verbal form.
- Must establish and maintain effective and professional working relationships.
- Working knowledge of basic computer programs such as Excel and Word.

## **REQUIREMENTS**

- Relevant Bachelor's Degree preferred with three to five years related experience; or equivalent combination of education and experience.
- Strong networking and troubleshooting skills: Active Directory and Windows server experience preferred.

- Knowledge of systems including motor controllers, distribution panels, and PLCs.
- Proficient in reading and understanding wiring diagrams, electrical blueprints and manufacturer's installation manuals.
- Experience in many aspects of shipboard technology systems and maintenance preferred.
- Merchant Mariner Credential (MMC).
- Must have or be able to obtain a TWIC.
- Sailing experience on board commercial vessels or military vessels.
- Military experience preferred.

## **SPECIAL CONDITIONS/CREDENTIALS**

- Pre-employment drug test.
- Valid US Passport.
- Must participate in USCG drug testing program.
- Tobacco-free employer.
- Criminal background check required.

## **PHYSICAL REQUIREMENTS**

- The physical requirements as outlined in the NVIC 04-08, as updated periodically by the U.S. Coast Guard, are herein incorporated.
- Regularly sit, stand, walk through narrow passages, ascend and descend ladders and stairs.
- Tolerate exposure to extreme weather conditions including rain, snow, sleet, and high winds and extremes of temperatures.
- Use hands to manipulate objects, tools or controls.
- Reach and work overhead with arms and hands.
- Lift at least a 40 pound load off the ground, and to carry, push or pull the same load.
- Open and close water tight doors of 55 pounds or more.
- Work in areas of high noise and/or low light.
- Work aloft at heights above 6 ft.
- Work in confined spaces.

Maine Maritime Academy Position Factor Evaluation

Job Title: Electronics and Technology Officer Job Code: 2470  
 Wage Grade: 23 Total Points: 506

	<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	5	40
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	5	50
6	Responsibility for External and Internal Relations	3	24

Date of last reclassification 01/2018