

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Boatswain's Mate

POSITION OVERVIEW

Employee reports to the Senior Deck Officer or his designated subordinate. Employee is the senior unlicensed deck person. Duties are assigned, and jobs are scheduled and assigned through consultation with the vessel's department head, namely the Chief Mate or his or her designee. Employee must possess U.S.C.G. certification as "lifeboat-man", current Fire Fighting certificate, and possess unlimited U.S.C.G. Able Seaman document. Employee must possess current USCG STCW certification. Employee must be familiar with and have experience with Safety Management Systems as used aboard ship. Leadership qualities and a working knowledge of computers and basic software as well as familiarization with process controls, systems, and electrical interfacing is desirable

DUTIES

- Responsible for deck department stores, spares and equipment to be requisitioned.
- Responsible for identifying needed repairs, overseeing the repairs and testing of completed repairs.
- Responsible for the operation and maintenance of the vessel's deck gear including manual and electrical and or pneumatic tools.
- Assists with the operation and maintenance of deck machinery as needed.
- Responsible for the operation, maintenance, testing and instruction in use of the vessel's firefighting and lifesaving equipment.
- Responsible for the maintenance of the vessel's coating systems and cleanliness of the vessel in general.
- Responsible for maintenance of, and instruction in, all aspects of marlinespike seamanship.
- Responsible for knowledge of and compliance with all Academy rules, regulations and safety policies.
- Acts as a working supervisor/leader of students.
- Assists the vessel's officers in the development, training and execution of all emergency drills and procedures.
- Is assigned to the vessel and as such participates in all deployments, participation in annual training cruise required.
- Employee is required to adhere to the dress code and conduct of the Academy and Regiment.
- Other duties as assigned

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

- Excellent organizational and time management skills
- Ability to prioritize and to handle multiple projects simultaneously

- Good written, verbal and interpersonal skills are required; ability to interact with all levels of staff including management
- Ability to effectively instruct and assist assigned students in maintenance projects who possess varying degrees of marine knowledge and skills
- Professional presentation, appearance and work ethic
- Ability to work irregular, extended hours including night and weekend duties as required
- Sufficient computer skills to be able to order supplies, keep track of inventory, use email and fill out time card
- Knowledge of Windows Microsoft Office Suite
- Ability to work in a student-oriented training environment

REQUIREMENTS

- Minimum High School Diploma and or Trade/Union School Diploma
- Unlimited USCG AB Certificate with all associated STCW Endorsements
- Prior teaching experience either on the job or in a classroom environment is helpful
- Employee must have significant experience with deck and wheelhouse operations as a ships Bos'n or senior AB on large, ocean going vessels
- Current Drug-Free screening certificate and proof of current USCG Medical Certificate
- Criminal Background check required

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 reaching overhead with arms and hands.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- Yearly underway periods consisting of 2-3 month training cruises requiring time away from the Academy.
- 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, rough seas 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.
- Work involves wet or humid conditions both weather and non-weather, frequent exposure to moving mechanical equipment, fumes, vibration and occasional high and precarious places. Work environment noise is moderate to loud.
- Use hands to manipulate objects, tools or controls.
- Tobacco-free campus

Maine Maritime Academy Position Factor Evaluation

Job Title: Boatswain's Mate

Job Code: 24800

Wage
Grade: 20

Total
Points: 462

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
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	3	24
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	3	24
