

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Chief Mate, Schooner Bowdoin

### POSITION OVERVIEW

Reporting to the Master of the Bowdoin, the chief mate is responsible as second in command of the Schooner Bowdoin. Assists the Captain the operation, maintenance, safety and cleanliness of the Bowdoin. Employee has a moderate degree of public contact representing the Academy. Employee may assist Captain with input for budget and report preparation. Teaching Academy students required. Employee must possess a minimum 100 Ton Mate US Coast Guard License, with Auxiliary Sail Endorsement. Must be able to enter Canada. Must be prepared to travel extensively on vessel charters for extended periods. This position is a full-time 9-month (.75 FTE), benefits eligible, staff position. March 1 – November 30 annually. Position is paid over full calendar year.

### DUTIES

- Responsible for the safety of passengers and crew.
- Adheres to USCG, OSHA, NFPA and other applicable safety codes.
- Employee must stand bridge watches, operate and navigate the vessel safely.
- Assist Captain with vessel operations and instruction, as assigned.
- Supervise the deck crew when entering or leaving port of anchorage.
- Assist Captain and supervises boat drills, fire drills, and other emergency actions.
- Supervise and assist with loading, unloading and storage of equipment and stores.
- Perform regular inspections of vessel including safety, proper storage of gear and equipment, maintenance of watertight integrity, safety of the sailing rig.
- Supervise and assist deck crew in cleaning and maintenance of the vessel and equipment.
- Assure storage and inventory of safety, firefighting, lifesaving, and other equipment.
- Operate vessel in support of Academy educational programs.
- Instruct in courses on Basic and/or Intermediate Sailing as directed.
- Assist in the maintenance or operation of other Academy vessels as directed.
- 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

- Exceptional sailing skills.
- Sail making and sail rigging skills.
- Collaborative team player.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- Excellent organizational skills.
- Ability to prioritize and to handle multiple tasks simultaneously.
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff and students.

- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- Ability to work irregular/extended hours/weeks, including night and weekend duties as required.
- Ability to work in a student-oriented training environment.

## **REQUIREMENTS**

- Bachelor's Degree preferred.
- Must possess minimum 100 ton US Coast Guard License with Auxiliary Sail Endorsement.
- Minimum of three years' experience sailing tall-masted ships preferred.
- FCC Radio Operator's Permit (COI vessel).
- Unlimited Radar Endorsement.
- Knowledge of USCG, OSHA, NFPA and other applicable safety codes.
- CPR, First Aid (including AED).
- Valid driver's license, clean record.
- Prior teaching experience preferred.
- Sufficient computer skills to operate shipboard and other automated systems.
- Working knowledge of Windows Microsoft office Suite.
- Ability to enter Canada and current passport.

## **SPECIAL REQUIREMENTS**

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same.
- Criminal Background check required.
- Tobacco-Free workplace (including all Academy vessels).

## **PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- The physical requirements as outlined in the NVIC 04-08, as updated periodically by the US 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. Body agility is emphasized.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- Frequent underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- 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, 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.

Maine Maritime Academy Position  
Factor Evaluation

Job Title:	Chief Mate, Bowdoin	Job Code:	
Wage Grade:	20	Total Points:	466

	<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	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	1	8
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	3	24

Date of last  
reclassification

11/29/2018