

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Marine Logistics Coordinator

POSITION OVERVIEW

The Marine Logistics Coordinator reports to the Chief Engineer of the Training Ship, State of Maine (TSSOM) of Maine Maritime Academy (MMA) and shall be responsible for maintaining the computerized maintenance management system (CMMS) relative to ship's material and parts requisitioning, procurement, and warehousing. Position is responsible for coordination and execution of federal materials audits. Position is also responsible for complying with all Maine State procurement regulations and coordination and collaboration with the MMA Finance and purchasing departments and knowledge and use of the Academy's requisition system. This position has no supervisory responsibility. Position is required to sail with the ship for the length of the annual summer training cruise. This is a full-time salaried staff union position with benefits.

DUTIES

- Conduct all onshore and at-sea logistic activities to support all materials in-line with MMA's policies and procedures as well as federal and state guidelines.
- Plan and coordinate with respective marine and logistic personnel for availability and timely turnaround of vessel including berthing if required, discharging, loading, bunkering and related vessel activities.
- Liaise closely with MMA purchasing department, keeping finance informed at all times of major purchases, bunkering etc.
- Liaise with vendors/contractors regarding items to be loaded on and returned back from offshore. Monitor status of deliveries at loading port.
- Work with both domestic and foreign customs agents, creating customs documents as required.
- Complete all required forms/reports, purchase orders, bills of lading, manifests related to logistics activities and perform proper filing of documentation.
- Oversee, execute, and complete material acquisition for both government and Academy accountable materials and equipment aboard the vessel.
- Maintain inventory in vessel's stockrooms of government furnished equipment and supplies.
- Perform periodic audits of stock and store rooms about the vessel to survey stores accuracy covering government fiscal liability and custodial responsibility in accordance with United States Maritime Administration (MARAD) and State Maritime Academy (SMA) vessel custodial care agreement.
- Function as the integrated maintenance and logistics system coordinator using the NSE system. Additionally, utilizes the Safety Management System (SMS) to ascertain required information regarding materials and equipment repair, maintenance and replacement.
- Serve as liaison with MARAD concerning management and disposition of government owned equipment, scrap, and replacement material.

- Maintain up-to-date familiarity with Nautical Systems Enterprise (NSE) software, government property management, and MARAD's financial tracking and recordkeeping.
- Understand shipboard terminology (both vessel and engineering) and good seamanship practice.
- Deploy with vessel on annual training cruise and also under national emergency order from MARAD.
- Be able to work with students of varying skill and ability in a patient and thoughtful manner.
- Issue and ensure accurate accounting of materials needed during daily maintenance and repair evolutions.
- Maintain procurement records from initial requisition through delivery and purchase order close out.
- Maintain and update equipment manuals in vessel Technical Publication library.
- Ensure proper upkeep and recency of vessel Material Safety Data Sheet (MSDS) record file.

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

- Knowledge and familiarity with all shipboard maintenance systems.
- Detailed and meticulous in the organization of items within a storage system.
- Computer literate: ability to use maintenance management system, NSE and Microsoft Office suite. Proficient in use of SMS.
- Ability to write reports, business correspondence, and procedural instructions.
- Ability to effectively present information and respond to questions from groups of managers.
- Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.
- Ability to interpret instructions presented in written, oral, diagram, or schedule form.
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff and students.
- High degree of professionalism.
- Strong customer service skills.
- Professional presentation, appearance and work ethic.
- Capable of working independently and maintain an appropriate attitude towards work
- Remain flexible to changing priorities and working hours.

QUALIFICATIONS

- High school diploma/GED required (Bachelor's degree in Logistics, Supply Chain Business or related field preferred).

- Minimum 3 years' experience in a logistics role preferred.
- Knowledge and expertise in Nautical Systems Enterprise (NSE) software, government property management, and MARAD's financial tracking and recordkeeping and SMS systems preferred.
- Ability to learn Academy requisitioning software.
- Ability to learn CPR, First Aid within 1st three months of employment.
- Ability to obtain and maintain a Merchant Mariner Credential (MMC).
- Ability to obtain and maintain Transportation Worker Identification Card (TWIC).
- Valid driver's license, clean record.
- Previous work experience aboard seagoing vessel of 1,600 gt or greater (Preferred)

SPECIAL REQUIREMENTS

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months), or required to submit to same
- Criminal/Credit Background check required
- Tobacco-Free workplace (including all Academy vessels)
- Possess a valid U.S. passport.
- Submit to random drug testing.

PHYSICAL REQUIREMENTS

- 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 and the like, using feet and legs and/or hands and arms.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling may be required.
- Frequent underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- This work includes work in outside areas, extremes in weather onboard ship, and exposure to elements such as the ocean, rain, sleet, snow, salt spray, rough seas, dirt, fumes, and loud noises.
- Regularly sit, walk through narrow passages, climb ladders;
- Use hands to manipulate objects, tools or controls;
- Reach with arms and hands

Maine Maritime Academy Position Factor Evaluation

Job Title: Marine Logistics Coordinator

Job Code: 2xxxx

Wage Grade: 15

Total Points: 390

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	2	20
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	4	32
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification 03/2019