

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Mate/Engineer – Tug Pentagoet

POSITION OVERVIEW

Employee is responsible for the day to day maintenance and efficient operation of the Academy Tug Pentagoet, including operation, maintenance, safety, and cleanliness of all pertinent engineering systems and spaces. Employee will be responsible for operation of Tug Pentagoet both as Master and in support of Captains/Instructors on board. This is a “hands on” position, requiring a high degree of mechanical ability. Employee must be able to instruct and work closely with Maine Maritime Academy students.

DUTIES

- Under the direction of the Marine Operations Manager, employee is primarily responsible for deck, engine and machinery maintenance on the tug Pentagoet and other Academy vessels.
- Employee assists with tug/towing classes and other Waterfront programs and works closely with Maine Maritime Academy.
- Employee must be prepared to be away from the Academy on vessel charters from time to time.
- Responsible for the safe operation of the engine department and supervision of all engine department personnel and cadets working onboard the Pentagoet.
- Ensure that all personnel on board are familiar with safety precautions, procedures and drills and that the required safety equipment is on board at all times.
- Recommend action in case of personnel or equipment problems.
- Assists with timely inspections of COI vessels, safety, lifesaving, firefighting and other emergency equipment.
- Prepares and participates in annual USCG inspection of vessels. Coordinates with Surveyors for annual insurance safety inspections.
- Successfully implement and administer the ship’s planned maintenance system.
- Ensures adherence to OSHA, NFPA and other applicable safety codes.
- Supervises both student and regular Academy employees (Engineering crew).
- Responsible for performing and supervising maintenance for Tug Pentagoet.
- Directs and assists with loading/unloading of gear and equipment for various small craft uses.
- Maintains deck, engine, and radio logbooks on designated small craft.
- Recommends to Marine Operations Manager or designee equipment and supply needs or problems.
- Employee has direct supervision of student crews and safety protocols during deck operations in labs.
- Employee may be required to assist or lead maintenance and operations on other Academy vessels.
- Under the direction of the Marine Operations Manager or his designee, the employee is expected to perform multiple boat trips on various Academy vessels for programs and events as required.
- 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

- Professional presentation, appearance and work ethic
- Excellent organization skills
- Ability to prioritize and to handle multiple projects simultaneously
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Ability to work in a student-oriented training environment
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite
- Ability to effectively supervise staff
- Strong customer service skills

REQUIREMENTS

- Must possess minimum 100 ton US Coast Guard License with Master of Towing Vessels endorsement
- Bachelor's Degree preferred
- FCC Radio Operator's Permit (COI vessel)
- CPR, First Aid (including AED)
- Employee must have significant experience with deck and wheelhouse operations typical of vessels in the Workboat and Tug and Barge industries.
- Unlimited Radar Endorsement preferred
- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or will be required to submit to same
- 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 arms. Body agility is emphasized.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- Occasional underway periods requiring time away from the Academy 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.

- 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.

Maine Maritime Academy Position Factor Analysis

Job Title: Mate, Tug Pentagoet Job Code: _____

Wage Grade: 20 Total Points: 474

	<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	4	32
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
	Responsibility for External and Internal Relations		
6		3	24

Date of last reclassification 7/12/2019