

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **SAILING MASTER/SV BOWDOIN RELIEF CREW**

### **POSITION OVERVIEW**

Employee will possess a USCG 100 Ton Near Coastal License with equivalent Sailing Endorsement, and be able to obtain a US Sailing Level 1 certification within six (6) months of hire. Reporting to the Marine Operations Manager, incumbent is responsible for the operation and instruction of the sailing craft program at the Academy and operates and maintains multiple Academy small sailing craft and support vessels. Employee also serves as relief crew (Master/Mate/ Training Officer) as needed on the schooner Bowdoin. Employee is responsible for and will assist students and other staff with the day to day maintenance projects on various Academy vessels. Incumbent must have a moderate to high degree of mechanical ability. The incumbent works collaboratively with waterfront staff to ensure a quality experience while using its vessels. Employee participates in random drug testing program. Position requires working evening and weekend hours and overnight travel. All of the duties of the position must be conducted in adherence with the Academy policies.

### **DUTIES**

- Regular attendance.
- Maintains Rigging.
- Assists in operating and maintenance of the waterfront facilities including boats, equipment, docks, shops, and administrative spaces as an exemplary marina/boat yard facility.
- When serving as relief crew on Schooner Bowdoin, is ultimately responsible for the safe operation of the vessel and overall safety of the passengers and crew.
- Maintains sailing craft safety and maintenance records.
- Responsible for assigned sailing programs, including sailing instruction.
- Serves as advisor to MMA student's yacht club.
- Must be willing and able to assist with alumni/visitor inquiries when working on the waterfront. Must be a good MMA ambassador.
- Must maintain high degree of awareness of budgetary constraints, cost control and long-term maintenance planning Academy fleet of vessels.
- Investigates purchase order needs/determines costs of needed supplies. Makes Marine Operations Manager aware of any large expense items required.
- Coordinates sailing activities with Academic Department Heads, Commandant of Midshipmen and the Marine Operations Manager or designee.
- Responsible for maintaining a system of Academy vessel operator qualifications and record keeping of students, Academy personnel, and alumni.
- May be required to crew or skipper on various Academy vessels, to include making deliveries as directed.

- Employee has direct supervision of student crews and safety protocols during vessel operations in labs.
- Ability to work in a student-oriented training environment.
- Ability to teach college-level courses related to vessel maintenance, navigation and leadership.
- Teaches physical education sailing or other applicable courses.
- Responsible for compliance with posted safety regulations including but not limited to Coast Guard, current industry regulations and OSHA regulations.
- May supervise students and occasionally coordinate maintenance activities as and when assigned to do so by Marine Operations Manager.
- Provides support to sailing team.
- Schedules use of waterfront vessels for sailing courses, MMA alumni, Castine Yacht Club, and recreational uses, so as not to conflict with the Sailing Team.
- Works with departments Sailing Coordinator to ensure vessels and equipment are prepared for use.
- Works side-by-side with waterfront staff to ensure that the vessels and equipment are prepared for use, and maintained.
- Travels with sailing team to weekend regattas as needed.
- Other duties assigned by the Marine Operations Manager.
- 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**

- Excellent interpersonal, teaching and communications skills are essential.
- Exceptional sailing skills.
- Strong attention to detail.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.

## **QUALIFICATIONS**

- Must possess minimum 100-ton US Coast Guard License near Coastal with Sailing Endorsement; 500-ton US Coast Guard Oceans License preferred.
- Bachelor's degree preferred.
- Criminal background clearance required.
- US Sailing Level I certificate/member within six (6) months of hire.
- CPR, First Aid (including AED)
- Must possess a proven degree of mechanical ability.
- Knowledge of safe boating practices.
- Sail making and sail repair rigging skills.

- Must be safety conscious.
- Experienced with the operation of marine equipment.
- Possession of a valid/clean Driver's License.
- Proficiency in Microsoft Office (Excel, Word)
- Demonstrated understanding of excellent customer service.

#### **PHYSICAL ENVIRONMENT**

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. The duties require moderate to active physical activity, handling of weights and objects weighing 25 to 50 pounds, and standing or walking more than four hours per day. 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. Position requires working evening and weekend hours, overnight travel and occasional extended underway periods.

## Position Factor Evaluation

Job Title: **SAILING MASTER/SV  
BOWDOIN RELIEF CREW**

Job Code:

Wage Grade: **21**

Total Points: **482**

	<u><b>Factor</b></u>	<u><b>Degree</b></u>	<u><b>Points</b></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	2	16
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification **09/2021**