

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Master, Schooner Bowdoin

POSITION OVERVIEW

Employee serves as Master of the sail training vessel Bowdoin, a wooden, two-masted auxiliary schooner. Responsibilities include the safe and efficient operation of the vessel, day-to-day maintenance, teaching and mentoring students, planning and participating in sail training excursions and representing the Academy in public outreach events. In addition to operating S/V Bowdoin, employee operates and teaches others how to operate multiple Academy small craft. Employee reports to the Marine Operations Manager and provides input for budget planning and vessel report preparation. This is a “hands on” position involved in every evolution of the S/V Bowdoin and employee must be prepared to be away from the Academy on vessel charters for extended periods.

DUTIES

- Reports to the Marine Operations Manager concerning areas of responsibility.
- Responsible for daily operation and maintenance of the Schooner Bowdoin, to include bright work, equipment, machinery, cleaning and painting.
- Employee has ultimate responsibility for the safety of the passengers and crew.
- 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.
- Responsible for timely inspections of vessels, safety, lifesaving, firefighting, and other emergency equipment to include annual USCG Certificate of Inspection requirements and insurance safety inspections.
- Ensures adherence to USCG, OSHA, NFPA and other applicable safety codes.
- Responsible for navigation of vessel, maintenance and upgrades on navigation and communications equipment.
- Performs multiple single and multi-day voyages in support of Academy programs.
- Must maintain high degree of awareness of budgetary constraints, cost control and long-term maintenance planning for Schooner Bowdoin.
- Responsible for performing and supervising maintenance for the Schooner Bowdoin including oversight of maintenance during yard periods.
- Analyze needs and plan preventive maintenance programs and upgrades for systems, and successfully implement and administer the ship’s planned maintenance system.
- Recommends to Marine Operations Manager or designee equipment and supply needs or issues.
- Supervises both student and regular Academy employees (vessel crew).
- Directs and assists with loading/unloading of gear and equipment for various small craft uses.
- Maintains deck, engine, and radio logbooks.

- Employee may be required to teach Academy undergraduate courses.
- Employee has direct supervision of student crews and safety protocols during deck operations in labs.
- Promotes Maine Maritime Academy to prospective students, donors, and the public.
- In conjunction and collaboration with the Manager of Institutional Communication, serves as an MMA representative to media and public.
- Employee may be required to assist or lead maintenance and operations on other Academy vessels.
- Employee will also be relief Captain or crew on other vessels as assigned.
- Responsible for petty cash management system and scheduled reconciliations.
- Other related duties may be 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 repair rigging skills
- Excellent organization skills
- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Excellent verbal and written communication skills.
- Collaborative team player
- Strong customer service skills
- Professional presentation, appearance, and work ethic
- Ability to work irregular / extended hours/weeks, including nights and weekends as required
- Ability to work in a student-oriented training environment
- Ability to teach college-level courses related to vessel maintenance, navigation, and leadership
- Willingness to keep abreast of Academy courses relating to the ship and students

REQUIREMENTS

- Bachelor's Degree required
- Must possess minimum 100-ton US Coast Guard License Near Coastal with Sailing endorsement; 500-ton US Coast Guard Oceans License preferred
- Possess current TWIC and Passport
- Minimum of three years' experience sailing tall-masted ships

- FCC Radio Operator's Permit (COI vessel)
- Unlimited Radar Endorsement
- CPR, First Aid (including AED)
- Valid driver's license
- Prior teaching experience preferred
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite

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

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- The physical requirements as outlined in the U.S. Coast Guard Merchant Mariner Medical Manual, COMDTINST M16721.48(series), 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
- 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 Analysis

Job Title: Master, Schooner Bowdoin Job Code: 2991

Wage Grade: 23 Total Points: 506

	<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	4	32
	III. Sensitive Information and Records	2	16
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification 11/2021