

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Master Small Craft - Waterfront

POSITION OVERVIEW

Employee is responsible for the day to day maintenance and efficient operation of multiple vessels, including operation, maintenance, safety, and cleanliness of all pertinent engineering systems and spaces. This is a “hands on” position. Employee operates multiple Academy small craft. Employee must also have a high degree of mechanical ability. Employee provides input for budget and report preparation. Employee has a high degree of public contact representing the Academy. Teaching Academy students is required.

DUTIES

- Report to the Waterfront Manager concerning areas of responsibility.
- Responsible for daily operation and maintenance of the Academy vessels.
- Employee must be prepared to be away from the Academy on vessel charters from time to time.
- 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.
- Carry out various administrative functions.
- Assists with timely inspections of COI vessels, safety, lifesaving, firefighting and other emergency equipment.
- Preps and participates in annual USCG inspection of vessels. Coordinates with Surveyors for annual insurance safety inspections.
- Under the direction of the Marine Operations Manager or his designee, the employee is expected to perform multiple boat trips for Academy programs.
- Plan preventive maintenance and upgrades for systems, and successfully implement the ship’s planned maintenance system.
- Ensures adherence to OSHA, NFPA and other applicable safety codes.
- Supervises student employees.
- Other duties may be assigned.
- 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.
- Assists with timely inspections of safety, lifesaving, firefighting and other emergency equipment.
- Employee will also be relief Captain or crew on other vessels as assigned.

- Employee has direct supervision of student crews and safety protocols during deck operations in labs.
- Participates in the Discovery Voyage Program and other events that promote Maine Maritime Academy to prospective students, donors and the general public.

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

- 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
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite
- Ability to work in a student-oriented training environment

REQUIREMENTS

- Bachelor's Degree-preferred
- Must possess minimum 100 ton US Coast Guard License
- FCC Radio Operator's Permit (COI vessel),
- CPR, First Aid (including AED)
- Unlimited Radar Endorsement
- Prior teaching experience preferred
- Employee must have significant experience with deck and wheelhouse operations typical of vessels in the Workboat industries.
- 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.

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JOB TITLE: Master, Small Craft-Waterfront
WAGE GRADE: 21

JOB CODE: 2640
TOTAL POINTS: 482

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