

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Master, Tug Pentagoet

POSITION OVERVIEW

Employee is responsible for the day to day maintenance and efficient operation of the Academy Tug Pentagoet as well as the barge Oyster Bay, 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 tug Pentagoet.
- 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.
- 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 the Ocean Science programs as well as other Academy programs.
- Analyze needs and plan preventive maintenance programs and upgrades for systems, and successfully implement and administer the ship's planned maintenance system.
- Ensures adherence to OSHA, NFPA and other applicable safety codes.
- Responsible for performing and supervising maintenance for Tug Pentagoet and barge Oyster Bay, to include oversight of maintenance during yard periods.
- 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. Must maintain high degree of awareness of budgetary constraints, cost control and long term maintenance planning for Tug Pentagoet.
- 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 may be required to teach Academy undergraduate courses up to 20 contact hours weekly within the scope of this job description, any contact hours over this level will be compensated in accordance with MMA policy.
- Employee has direct supervision of student crews and safety protocols during deck operations in labs.
- Employee supervises student and academy employees. Specifically the Master Small Craft positions report to the Master, Tug Pentagoet.
- Participates in the Discovery Voyage Program and other events that promote Maine Maritime Academy to prospective students, donors and the general public.
- Employee may be required to assist or lead maintenance and operations on other Academy vessels.
- Other 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

- 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 effectively supervise staff
- 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
- Ability to teach college-level courses related to shipboard engineering and general marine engineering

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REQUIREMENTS

Employee must possess minimum 100 ton US Coast Guard License with Master of Towing Vessels endorsement, FCC Radio Operator's Permit (COI vessel), CPR, First Aid (including AED), and Unlimited Radar Endorsement. Employee must have significant experience with deck and wheelhouse operations typical of vessels in the Workboat and Tug and Barge industries.

- Minimum of Bachelor's Degree; Master's preferred
- must possess minimum 100 ton US Coast Guard License with Master of Towing Vessels endorsement
- 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 and Tug and Barge 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.

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Master, Tug Pentagoet	Job Code:	
	Wage Grade: 24	Total Points: 522	
	Factor	Degree	Points
1	Knowledge and Skill	6	216
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	4	40
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	A. Injury to Others	5	40
	B. Supervisory Responsibility	4	32
	C. Sensitive Information and Records	3	24
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	4	32
	Date of last reclassification: 2025-11		