

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Center for Professional Mariner Development (CPMD)

Lead Instructor / Course Developer – Fire Training & Vessel Navigation/Operations

POSITION OVERVIEW

The Lead Instructor/Course Developer delivers training and leads program development with a primary emphasis on marine firefighting programs, including the development, coordination, and delivery of live-fire training evolutions, emergency response instruction, and regulatory-compliant firefighting curricula.

The position also supports simulation-based maritime training and instruction and program development in shipboard navigation, seamanship, vessel operations, dynamic positioning, and navigational simulation, including dynamic positioning navigation and vessel operations. This position delivers instruction to undergraduate students and credentialed mariners alike.

The Center for Professional Mariner Development (CPMD), a division of Maine Maritime Academy (MMA), is positioned to become a leader in maritime and emergency response training. Building on MMA's academic excellence and professional reputation, CPMD delivers industry-driven, high-quality training across maritime, emergency response, municipal, and emerging technology sectors.

This position supports CPMD's mission through instructional delivery, course development, and leadership in advanced deck simulation and fire training programs, while contributing to strategic growth, industry engagement, and program innovation.

This role is a full-time, 12-month, benefits eligible, bargaining unit staff position. The position reports to the CPMD Director.

DUTIES

Instruction & Training Delivery

- Deliver classroom, lab, simulator, and online instruction for:
 - STCW Basic and Advanced Fire Fighting (BFF/AFF)
 - Advanced Shiphandling & Watchkeeping (Full-Mission Bridge)
 - Bridge Resource Management
 - Dynamic Positioning (DP) Basic & Advanced (NI standards)
- Teach MMA undergraduate students and professional/continuing education participants
- Key leadership role in marine firefighting programs
- Provide simulator-based instruction in DP operations, navigation, and watchkeeping
- Support blended and online learning delivery

Fire Training Leadership

- Lead and supervise live-fire training evolutions in compliance with **NFPA 1403**
- Ensure safety of all personnel during fire ground operations
- Coordinate instructional staff including assistant instructors, safety officers, and EMS/rehab personnel
- Oversee fire training facility operations, including equipment readiness, inspection, and maintenance
- Identify and report repair or replacement needs for fire training equipment

Course Development & Compliance

- Develop and maintain curricula aligned with STCW, USCG, NI, and NFPA standards
- Prepare documentation for USCG course approvals (objectives, lesson plans, assessments)
- Develop simulator scenarios and assessment tools (Dynamic Positioning and Full Mission Bridge)
- Maintain accurate student records in compliance with regulatory and institutional requirements

Program Management & Support

- Analyze training needs and support program planning, scheduling, and resource allocation
- Assist with enrollment growth, industry outreach, and marketing initiatives for firefighting and navigation programs
- Support instructor standardization, mentoring, and evaluation
- Represent CPMD and MMA with industry partners and stakeholders
- Participate in cross-program collaboration and strategic initiatives

ESSENTIAL SKILLS

- Strong instructional and presentation skills, with proficiency in simulator operations
- Knowledge of adult learning principles and assessment methods
- Excellent communication, organization, and interpersonal skills
- Ability to lead instruction in high-risk, high-stress, hands-on training environments
- Collaborative mindset and adaptability to changing priorities
- High level of professionalism, integrity, and situational awareness
- Commitment to diversity, equity, and inclusive learning environments

MINIMUM QUALIFICATIONS

- U.S. Coast Guard credential (Chief Mate or Master) preferred (for deck instruction roles)
- Firefighter I & II certifications required
- Fire Instructor I & II certifications required (NFPA 1041)
- Incident Safety Officer certification required
- Ability to obtain USCG approval to instruct STCW Basic & Advanced Fire Fighting
- Minimum:
 - 5 years career fire service experience **or**

- 8 years volunteer fire service experience **or**
- Industry/Military comparable career service experience

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Fire Officer I & II certification
- Knowledge of fire training simulation equipment (gas fire props) preferred
- Experience with maritime simulation systems (Full-Mission Bridge, DP simulators)
- Nautical Institute DP Instructor certification or eligibility
- Experience in shipboard or maritime training environments
- Familiarity with Learning Management Systems (LMS) and blended learning
- Experience in curriculum development and regulatory approvals

SPECIAL CONDITIONS

- Background check required
- Smoke- and tobacco-free campus
- Travel between MMA campus and Bucksport site required
- Evening/weekend instruction required based on training schedules

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

- Must be medically cleared for respirator use
- Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs and/or hands and arms.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently.
- 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
- Participation in live-fire training environments with exposure to heat, smoke, and noise
- Work conducted in classrooms, simulators, training grounds, and outdoor environments in varying weather conditions

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Lead Instructor / Course Developer – Fire Training & Vessel Navigation/Operations	Job Code:	
	Wage Grade: 29 per MOU	Total Points:	
	Date of last reclassification: 2026-07		