



Family: Maritime Operations

Level: PR6

Position Profile Title: Specialist 2-Chief Mate

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile are responsible for the safe and efficient operation of the vessel's deck, as well as the vessel's cargo and deck crew under the overall direction of the Master. Ensures compliance with applicable laws, rules, regulations and policy.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Supervisor-Chief Mate profile is the specialized expertise required to serve as second in command of the vessel when the Ship's Master is absent or incapacitated and in supervising and overseeing the work of the deck crew.

PRIMARY POSITION RESPONSIBILITIES:

1. Organizes, directs, and supervises the deck crew to provide safe, efficient, and economical operation of vessel's deck.
2. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.
3. Stands watch at sea and cargo officer in ports.
4. Ensures compliance with university policy, state and federal laws and regulations, safety, and industry standards.
5. In the Master's absence, commands the vessel by having direct responsibility for the operational readiness and operation of the vessel.
6. Manages and maintains required records and daily reports, including cargo tracking, expenditures, and daily work logs in databases and other programs.
7. Creates reports and documents to inform or advise senior leadership's decisions.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; the job may contribute to important strategy, operations, and business decisions that affect the vessel.

Decisions impact:

- External agencies or institutions
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Research faculty and students



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ACCOUNTABILITY:

Results are defined by senior leadership, college and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation negotiate or collaborate, and acceptance of ideas on significant projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Possess a Mate's license, motor vessels of 500 gross tons or better upon oceans issued by the U.S. Coast Guard.

Possess a Marine Radio Operator Permit and GMDSS certificate issued by the Federal Communications Commission.

At least one year (360 8-hour or 240 12-hour days of deck service) as a Mate of a motor vessel or comparable military service.

Current STCW certificate including Basic Safety Training and Lifeboatman certificates.

Possess a valid Merchant Mariner Credential with the following ratings:

- Master, 500 ton Oceans or better.
- Able Seafarer-Deck Rating forming part of a navigational watch.
- Proficiency in survival craft and rescue boats other than fast rescue boats (PSC).
- Valid Advanced Radar Plotting Aid (ARPA) Certificate.
- Current Transport Worker Identification Credential (TWIC).
- Current CPR and First Aid certificate.
- Current Passport, or the ability to obtain prior to first seagoing assignment.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.