

Class Code:.....1258
Position #: (PSA) (NE)
Developed by:.....DP
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....08/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Marine Operations
DIVISION: Academic Affairs (Graduate School of Oceanography)
GRADE: 12
REPORTS TO: Director of Marine Operations
SUPERVISES: Administrative staff and ship's crewmembers

BASIC FUNCTION:

Assist in managing the operational readiness of the Research Vessel ENDEAVOR or its successor; specifically coordinating the scheduling, staffing, and outfitting to meet all regulatory compliance requirements to safely perform her scientific missions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with the recruiting and selection of vessel and shore-based employees; specify equipment and supplies for purchase; contribute input to budgetary and proposal processes; implement procedures and maintain documentation to meet a variety of regulatory requirements; including, ship and Marine Office Safety Management Systems (SMS) and various other compliance issues.

Assist in the planning, scheduling, and the bid/quote process for maintenance and repair of the hull, ship's machinery, and permanently affixed science support equipment in compliance with all applicable US Coast Guard, American Bureau of Shipping, and UNOLS Research Vessel Safety Standards rules and regulations.

Understand vessel management, shore/port logistics, the conduct of scientific work at sea, and current U.S. and International maritime laws and regulations.

Exercise sound independent thinking and reach appropriate conclusions with little direct supervision or oversight.

Cooperate with and represent the Director of Marine Operations and Port Engineer with regulatory bodies to ensure that any requirements for alterations, repair, or modifications are kept at best value consistent with operational and regulatory requirements and good seamanship practices.

Make decisions that will have a direct effect on the safety of the vessels as well as the quality and quantity of the services provided to scientific users.

Recruit, interview, and select vessel and shore personnel including regular, full time, temporary and intermittent positions.

Provide leadership, supervision and direction for assigned staff. Plan, assign and review work; establish goals for each position assigned; participate in addressing and responding to grievances; develop framework for corrective actions as necessary.

Prepare, maintain and audit safety and security plans in compliance with the ISM Code for Safe Operation of Ships and the Marine Pollution Prevention Code, International Shipboard and Port Security Code, Titles 33 and 46 of the Code of Federal Regulations (CFR), and the International Maritime Organization's International Convention.

Assist the Director of Marine Operations and Port Engineer in preparing annual operation schedules, obtaining foreign port clearances, developing operating budgets, writing proposals, and tracking expenditures. In the Director's or Port Engineer's absence, act on their behalf within the limits of delegated authority.

Identify need for new navigation, communications, science support, and safety equipment upgrades for the ship and shore facilities. Write specifications to obtain, install, and maintain both ship and shore-side equipment, according to applicable international and United States (U.S.) regulations as well as UNOLS Research Vessel Safety Standards.

Assist with logistics and maintenance during import and shipyard periods. Provide support for scientific operations including planning for loading and unloading at outside dock facilities, agent services in other ports, and operating cranes and forklifts, as needed.

Relieve crew members (limited to current license) at sea and in port as required.

Provide other support as needed for the regulatory compliance by planning for unusual scientific operations onboard vessels and performing other such tasks as may be identified by the Marine Superintendent.

Collaboratively assist Port Engineer in preparing bid specification for major ship overhauls. Act as on-site representative during shipyard repair periods to insure that bid specifications are fully met.

Supervise office staff performing a variety of administrative and fiscal tasks. Assist with the supervision of crew members, as required, and oversee contractors performing work for the Marine Operations Division.

Be available for routine and emergency work nights and weekends.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Word processing, spreadsheets, computerized maintenance management systems, and other standard computing skills.

ENVIRONMENTAL CONDITIONS:

The position requires the ability to enter confined spaces such as tanks and shaft alleys and to climb masts and other ship structures. Travel and at-sea time required in the performance of the duties of the position.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in a technical field from maritime or military academy, college, or university; Minimum of five years' experience with vessel operations and management; Demonstrated knowledge of ships, including: equipment, operations, maintenance, overhaul, design, and regulations; Demonstrated familiarity with applicable international and US regulations pertaining to the operation and maintenance of sea-going research vessels;. Current Passport or the ability to obtain one; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Valid Merchant Mariner Credentials (MMC) as an Able Seaman, QMED, or higher positions with licensing issued by the United States (US) Coast Guard.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.