

**PROJECT OCEANOLOGY  
MARINE SCIENCE EDUCATION INSTITUTION  
SUBSTITUTE CAPTAIN/MARINE TECHNICIAN**

**JOB DESCRIPTION**

**NATURE OF WORK:** This is highly responsible, complex, and skilled work in operating Coast Guard inspected vessels with classes of students and adults on board. The Substitute Captain/Marine Technician is responsible for all matters pertaining to the safety of passengers and crew. The position requires the use of independent judgment, initiative, maturity, observation, communication and supervisory skills.

This position is based at Project Oceanology in Groton, CT, but instructors may be requested to work in other locations such as New Bedford and Boston, Massachusetts.

**SUPERVISION RECEIVED:** The Substitute Captain/Marine Technician receives direction from the Director and Full-Time Captain.

**SUPERVISION EXERCISED:** The Substitute Captain/Marine Technician supervises the Deckhands and Instructors on board.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

Commands or supervises the operations of vessels and supervises the work of all other officers and crew.

Operates Project Oceanology research vessels utilizing all safety procedures.

Computes position and determines the course and speed of the vessel by using charts, area plotting sheets, compasses, sextants, electronic equipment, and knowledge of local conditions.

Coordinates with and supervises staff during vessel operations to maintain safety and comfort of all crew and passengers.

Coordinates with staff before, during, and after programs to maximize educational value; includes interacting with and instructing passengers during program and transition times.

Inspects vessels to ensure efficient and safe operation of vessels and equipment and conformance to regulations.

Prepares the vessels at least 15 minutes prior to the assigned program time, and remains at least 15 minutes after to secure vessels for overnight dockage, clean-up and debriefing.

Maintains records of daily activities, personnel reports, ship positions and movements, weather and sea conditions, and passenger status.

Monitors the loading and discharging of passengers.

Provides on-going evaluation of the vessels and the program to ensure safety and cleanliness. Communicates all necessary information to appropriate crew, staff, and others.

Arranges for ships to be fueled, restocked with supplies, and/or repaired.

Provides a safe, supportive and friendly environment on board vessels and throughout Project Oceanology facilities.

Ability to work a flexible schedule that includes early mornings, daytime, evenings, and weekends.

Considerable ability to establish and maintain effective and courteous working relationships with school officials, public officials, youth, the general public, supervisors, subordinates, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

#### **OTHER JOB FUNCTIONS:**

Performs related duties and responsibilities as required.

#### **QUALIFICATIONS PROFILE:**

##### Knowledge, Skills and Ability

Thorough knowledge of the principles and methods for describing the features of land and sea, including their physical characteristics and locations.

Thorough knowledge of the safe operation of vessels and equipment.

Thorough knowledge of effective supervisory principles and practices. Possess management skills required to supervise, delegate, and share responsibilities.

Considerable ability to quickly and repeatedly adjust controls to exact positions.

Considerable ability to work accurately with names, numbers, colors, codes and/or symbols.

Considerable ability to communicate effectively both orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to read and follow oral and written instructions. Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

Considerable ability to establish and maintain effective and courteous working relationships with school officials, public officials, youth, the general public, supervisors, subordinates, and co-workers.

Ability to adjust and exercise such skills in an environment where priorities constantly change.

Ability to work with classes of students and with general public groups.

Ability to work as a team member and a leader to foster positive social interactions between passengers and staff.

Ability to maintain his/her composure with the public and coworkers in everyday, stressful and emergency situations.

Ability to recognize when a problem exists or is likely to occur. Ability to manage and/or solve the problem.

Ability to prioritize, organize and perform work independently.

Ability to adjust quickly to changing priorities in a sometimes stressful environment, to make decisions and act quickly.

Ability to work a flexible schedule that includes early mornings, daytime, evenings, and weekends.

### Education, Experience and Training

Associate degree in marine technology (or similar); experience with oceanographic instrumentation and fishery procedures (highly desirable); or an equivalent combination of education and experience, which provides a demonstrated ability to perform the duties of the position.

Project Oceanology provides specific training as necessary.

### License Or Certificate

Operator's License required with a good driving record clear of any convictions for serious motor vehicle violations.

Coast Guard license, Master Inland, to operate inspected passenger-carrying vessels of at least 100 GT; experience preferred.

Marine Radio Operators permit is required.

American Heart Association or American Red Cross First Aid and American Heart Association or American Red Cross CPR are required.

Transportation Worker Identification Credential is required.

Lifeguard certification, SCUBA, marine engine repair, marine science, commercial fishing, and teaching experience are preferred.

Employee Assistance Program training ("EAP") is required.

State of Connecticut Health form is required.

Subject to mandatory random drug testing program.

### **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions of the position.

Considerable physical strength and stamina to work outdoors all day regardless of the weather is required.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend; twist; stoop; kneel; crouch or crawl; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to weather and environmental allergens.

The employee must have the ability to 1) carry equipment; 2) lift equipment; 3) lift, move and otherwise manipulate up to 100 pounds; 4) quickly move hand, hand together with arm, or two hands to grasp, manipulate or assemble objects; 5) hold 35 pounds with arms extended; 6) walk steep or uneven terrain carrying heavy weight loads; 7) coordinate two or more limbs, while sitting, standing or lying down; and 8) to exert maximum muscle force to lift, push, pull, or carry objects.

While performing the duties of this job, the employee works in outside weather conditions. The employee works near moving mechanical parts and in precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to extremely loud dependent upon the task or equipment being used.

Specific vision abilities required by the job include the ability to see details at a distance and to see objects in the presence of glare or bright lighting or under low light conditions.

In addition, the employee must possess close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Employee may have to function in situations where subjected to aggressive verbal and/or physical behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***