

File No.:	5911801
Position No.:	00035971
Job Code:	007667
RCUH Pay Range:	S10
FLSA:	Exempt
EEO Cat.:	01B – Manager/Administrator
WC Classification:	SHIP
Effective Date:	05/25/18 (update 01/17/19, internal update 01/27/21)

MASTER, R/V KILO MOANA

University of Hawai'i Marine Center

- I. SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the University of Hawai'i Marine Center (UHMC), located at Pier 35 in Honolulu Harbor, Oahu, Hawai'i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

This is a sea-going ship's crew position, and will be assigned to R/V KILO MOANA, a 186" SWATH (twin-hull) research vessel operated by the University of Hawai'i Marine Center (UHMC). The Master and other vessel crew work on a rotational schedule (e.g., three (3) months on, three (3) months off), based on operational needs of the program. Variations in rotational schedule may be required and/or approved at the discretion of the UHMC Marine Operations Superintendent. Supervises the daily work of up to nineteen (19) licensed and unlicensed vessel crew.

The ship's Master is in overall command of all personnel and operations aboard the vessel, with responsibility for managing the safety, seaworthiness, security, regulatory and legal aspects, and effectiveness of the research vessel. Performs under long-range administrative delegation, reporting directly to the Marine Operations Superintendent at UHMC. Requires command-at-sea experience, familiarity with oceanographic research ship operations, and the associated regulatory and budgetary constraints under which they are conducted. Oversees voyage planning and shipboard operations in coordination with Principal Investigators (PIs), Scientists, students, Marine Technicians, and vessel department heads (Engineering, Deck & Steward), to support science missions at sea. Conns the vessel when docking/undocking, during difficult or unusual navigational situations or operations, and stands bridge watches, as required. Holds overall responsibility for all vessel operations, safety, crew welfare, vessel material readiness and regulatory compliance. Coordinates with vessel department heads (Engineering, Deck & Steward) to assess vessel's material condition and allocate personnel and material resources to maintain vessel in accordance with UHMC and Owner's requirements. Delegates responsibility to department heads with appropriate oversight, while ensuring successful accomplishment of all embarked mission objectives and fulfillment of vessel's operational requirements. Responsible for shipboard personnel, including promotion recommendations, scheduling, disciplinary actions, and periodic

performance evaluations, in accordance with UHMC/Research Corporation of the University of Hawai'i (RCUH) policies. Assigns, directs, and supervises daily work. Conducts watch standing of the ship's crew, and is responsible for executing planned logistics and preparations of the vessel for upcoming science missions, in coordination with vessel department heads, the UHMC Marine Operations Superintendent, Port Engineer, and Senior Marine Technician. Conducts all onboard and at-sea small boat emergency drills and inspections to ensure the safe operation of the ship, in accordance with the United States Coast Guard (USCG), International Safety Management (ISM), American Bureau of Shipping (ABS), University National Oceanographic Laboratory System Research Vessel Safety Standards (UNOLS-RVSS), and other maritime industry standards. Reviews and maintains an inventory of required medical supplies, including responsibility for controlled substances, and monitors/reports on all instances of shipboard injury or illness of embarked personnel. Ensures all documentation and regulatory compliance for inspections, Customs, Immigration, Homeland Security, Agriculture and Hazardous Material/Waste procedures are posted and followed as mandated, including but not limited to disposal of bilge water, oily waste, sewage, chemicals and garbage. Directs training of ship's officers and crew in accordance with ISM and embarked science mission requirements, and maintains shipboard ISM documentation. Acts as on-board vessel coordinator for Equal Employment Opportunity (EEO), Sexual Harassment, and other employment policy enforcement in compliance with Federal, State and UHMC/RCUH guidelines. Oversees shipboard administration and management, including personnel, payroll, inventory control, purchase requests, accounting, ship's logs and records, operating reports and radio-electronic bridge communications. Ensures proper use by vessel department personnel of computerized inventory, maintenance and management systems. Coordinates and compiles work requests for shore-side repairs, support by vendors or shipyards, recommends and implements improvements to vessel operations in coordination with vessel department heads, the UHMC Marine Operations Superintendent, Port Engineer, and Senior Marine Technician.

II. SCOPE OF POSITION:

- A. Reports to:** Principal Investigator (Anita Lopez)
Marine Operations Superintendent (Barry Choy)
- B. Supervises:** (19) Licensed and unlicensed vessel crew employed aboard R/V KILO MOANA.
- C. Budgetary and/or Fiscal Responsibilities:** Approval and reporting of Crew Overtime, and other responsibilities as delegated by the UHMC Marine Operations Superintendent.
- D. RCUH Human Resources Portal Access and Action Authorization Levels:** Upon delegation from UHMC Marine Operations Superintendent:

<u>X</u>	Roles and Actions	Define Access Level: Supervisory (Submit/Approve)
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		Administrative (Initiate only)
<input checked="" type="checkbox"/>	Personnel Actions	Administrative
<input checked="" type="checkbox"/>	Timesheets	Administrative

E. Level of Interaction: Requires spending extended periods at sea, typically three (3) months per rotation, with multiple voyages. Works under direction of the UHMC Marine Operations Superintendent. Will have daily interactions with all members of the ship’s crew and embarked scientific and technical personnel. Must have good communication and interpersonal skills, and the ability work independently and effectively in a senior leadership role. Manages and ensures compliance with the shipboard Safety and Quality (SQ) Management System Manual and applicable provisions of International Safety Management code (ISM).

F. Job Competencies: The following are required competencies the employee must demonstrate to maintain satisfactory work performance:

1. **Accountability:** Ability to be relied upon to ensure that projects within areas of responsibility are completed in a timely manner. Ability to monitor programs and/or activities and take corrective action when necessary.
2. **Communication:** Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
3. **Ethics and Integrity:** Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action.
4. **Interpersonal Skills:** Ability to develop and maintain effective relationships with others in order to encourage and support communication and teamwork. Ability to build and maintain ongoing, collaborative, working relationships with coworkers to achieve the goals of the work unit.
5. **Flexibility:** Adapting to and working with a variety of situations, individuals and groups. Openness to different and new ways of doing things; willingness to modify one’s preferred way of doing things.
6. **Initiative:** Identifying and dealing with issues proactively and persistently; seizing opportunities that arise. Ability to take prompt action to accomplish objectives. Ability to take action to achieve goals beyond what is required. Ability to be proactive.

III. MAJOR DUTIES & RESPONSIBILITIES | List 6-8 duties in order of importance, not by % values | + bold text = “primary duty” | = Essential Job Function:

25% 1. Acts as overall command of all personnel and operations aboard the R/V Kilo Moana. Manages the safety, security, regulatory and legal aspects, and effectiveness of the research vessel, crew and

embarked scientists. Performs work under long-range administrative delegation, reporting directly to the Marine Operations Superintendent at UHMC. Oversees voyage planning and shipboard operations in communication and coordination with PIs, Scientists, students, Marine Technicians and vessel department heads (Engineering, Deck & Steward), and UHMC shore facility personnel, to support science missions at sea.

- 25% 2. Holds lead responsibility for safe navigation and operations of the vessel in port and at sea. Conns the vessel when docking/undocking, during difficult or unusual navigational situations or operations, and stands bridge watch, as required. Ensures effective vessel operations, safety, crew welfare, vessel material readiness and regulatory compliance. Coordinates with vessel department heads (Engineering, Deck & Steward) to assess vessel's material condition and allocate personnel and material resources to maintain vessel in accordance with UHMC and Owner's requirements. Delegates responsibility to department heads with appropriate oversight, while ensuring successful accomplishment of all embarked missions and fulfillment of vessel's operational requirements. Conducts all onboard and at-sea small boat emergency drills and inspections to ensure the safety of the ship, in accordance with USCG, ISM, ABS, and maritime industry standards. Ensures all documentation and regulatory compliance for inspections, Customs, Immigration, Homeland Security, Agriculture and Hazardous Material/Waste procedures are posted and followed as mandated, including but not limited to disposal of bilge water, waste water, chemicals and garbage. Directs training of ship's officers and crew in accordance with ISM and embarked science mission requirements, and maintains shipboard ISM documentation.
- 25% 3. Responsible for shipboard personnel management, including promotion recommendations, scheduling, disciplinary actions and periodic performance evaluations, in accordance with UHMC/The RCUH policies. Assigns, directs, and supervises daily work and watch standing of the ship's crew. Receives and recommends approval of leave and training requests. Manages assignment and approval of crew overtime and transmittal of records to UHMC for each payroll period. Reviews and maintains an inventory of required medical supplies, including responsibility for controlled substances, and monitors/reports on all instances of shipboard injury or illness of embarked personnel. Acts as on-board vessel coordinator for EEO, Sexual Harassment and other employment policy enforcement in compliance with federal, state and UHMC/RCUH guidelines.
- 20% 4. Oversees shipboard operational administration, maintenance and management, including inventory control, purchase requests, Master's cash accounting, ship's logs and records, operating reports and radio-electronic bridge communications. Ensures proper use by

vessel department personnel of computerized inventory, maintenance and management systems. Coordinates and compiles work requests for shore-side repairs, support by vendors or shipyards, recommends and implements improvements to vessel operations in coordination with vessel department heads, the UHMC Marine Operations Superintendent, Port Engineer and Senior Marine Technician. Receives reports and communications from USCG/ABS and vendors on contract for services. Receives supplies and services from approved vendors and regulatory agency representatives.

5% 5. Performs other duties as assigned.

VI. PRIMARY QUALIFICATIONS:

- A. Education/Training:** Associate's Degree from an accredited community college or maritime academy in a Marine Science/industry-related field. (High School Diploma or G.E.D. equivalent and at least five (5) years of professional experience in a seagoing marine engineering position with a valid Merchant Marine Credential (MMC) may substitute for an Associate's Degree.)
- B. Experience:** At least two (2) years of service as a licensed Master or Chief Mate on a seagoing vessel (unlimited tonnage). Must have prior experience supervising paid staff and attendance in supervisory training programs.
- C. Knowledge:** In-depth knowledge of safe navigation and vessel operations at sea. Working knowledge of USCG rules and regulations, ISM, ABS requirements, vessel stability, current maritime laws and treaties, including but not limited to 33 Cost and Freight (CFR), 46 CFR, Standards of Training Certification and Watchkeeping (STCW), International Convention for the Prevention of Pollution from Ships (MARPOL), and Occupational Safety and Health Administration (OSHA) regulations. Familiarity with oceanographic research ship operations and the associated regulatory and budgetary constraints.
- D. Abilities and Skills:** Must be a U.S. Citizen or Permanent Resident. Alien. Ability to read and interpret managerial, technical, and regulatory documentation. Effective written and verbal communication skills. Proficient in use of personal computer applications (i.e., email, internet, Microsoft Office Suite, or similar software). Must possess a current MMC and required STCW documentation of training and validity for licenses described below. Must hold a valid Master's license with oceans/unlimited tonnage on current license, and MMC required for consideration of assignment to the following vessel:

R/V KILO MOANA (KM): Master, R/V Kilo Moana, Unlimited, with oceans endorsement, a valid USCG Medical Certificate, and a valid Transportation Worker's Identification Credential (TWIC).

Post Offer/Employment Condition: Must complete the online Hazard Communication training immediately after hire or no later than employee's initial exposure to hazardous chemicals.

E. Physical and/or Medical Demands: Must be able to pass USCG physical for merchant mariners. Must be physically able to move about vessels – climb ladders and enter voids, tanks, and tight spaces. Medical and physical fitness must be adequate for working continuously at sea for up to three (3) months. Able to lift and carry up to fifty (50) pounds unassisted.

F. Policy and/or Regulatory Requirements: As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.).

V. SECONDARY QUALIFICATIONS: Experience with scientific research vessel operations at sea. Experience with ISM and the International Organization for Standardization (ISO) 9001 programs. Experience with University of Hawai'i Hazardous Materials Management Program (HMMP). Training and experience with dynamic positioning (DP) systems. Experience with small waterplane twin hull (SWATH) ships. Possess a current U.S. Passport.

VI. REVIEWED BY INCUMBENT OF POSITION: This job description is a summary of job duties, responsibilities, and qualifications. These designations of duties are subject to change as needs dictate. I acknowledge that I have read and understand the job description for my position. I understand that I must contact my supervisor/manager immediately if I have any questions regarding the content of the job description.

Print Name/Signature of Employee

Date

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

Signature of Supervisor
(If PI is same as Supervisor, move to PI Certification below)

Date

Note: This sheet is attached to the job description. This page will be maintained with your file copy of the official installation date of the job description.

Principal Investigator Certification of Accuracy: I certify that the description of job duties, responsibilities, and qualifications are accurate and I am responsible to inform the RCUH Human Resources Department of any changes in duties and/or qualifications.

Signature of Principal Investigator

Date

CLASSIFICATION:

Exempt
RCUH Pay Range: PR-S10

	<u>SLOT</u>		<u>POINTS</u>
KNOW HOW	FIV3		800
	<u>SLOT</u>	-	<u>POINTS</u>
ACCOUNTABILITY	F(4)P		800
	<u>SLOT</u>	<u>Percent</u>	<u>POINTS</u>
PROBLEM SOLVING	E3	38%	304

APPROVED BY:

Director of Human Resources or Designee

Date

ATTACHMENT 1

Completed by: JW, JW, DA