

File No.:	5912101
Position No.:	00041559
Job Code:	Step I – 000343 Step II – 002141 Step III – 002142 Step IV – 002149 Step V – 002550
RCUH Pay Range:	S04
FLSA:	Ship Crew
EEO Cat.:	07A – Ship Operations
WC Classification:	SHIP
Effective Date:	05/05/21

OILER/QMED

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.

Works under supervision of the Chief Engineer or as delegated to the First Assistant Engineer, as a qualified member of the Engineering Department (QMED). Responsible for upkeep and maintenance of the vessel's engineering plant as directed by ship's Engineers. Work assignments include but not limited to assists in the installation, operation, maintenance and repair of shipboard equipment and systems, properly process and pump sewage and oily water tanks, make emergency repairs, perform daily/weekly/monthly preventative maintenance, and performs all other duties and responsibilities normally expected of a vessel's Oiler/QMED. Works on a rotational schedule based on operational needs (e.g. 3-4 months on, 3-4 months off).

II. SCOPE OF POSITION:

- A. Reports to:** Director of Research Vessel Operations (DRVO) & Principal Investigator (Anita L. Lopez)
Marine Operations Superintendent (TBD)
Master, R/V Kilo Moana (David Martin & TBD Rotating)
Chief Engineer, R/V Kilo Moana (William Kane & TBD Rotating)
- B. Supervises:** None.
- C. Budgetary and/or Fiscal Responsibilities:** None.
- D. RCUH Human Resources Portal Access and Action Authorization Levels:** None.

E. **Level of Interaction:** This is a sea-going ship's crew position, assigned to R/V Kilo Moana. Under general supervision of the Ship's Engineering Department Staff. Expected to present a neat and alert personal appearance. Complies with current Safety and Quality (SQ) Management System Manual and applicable International Safety Management (ISM) Code. Must read, sign, and adhere to the University of Hawai'i Marine Center Code of Conduct for employees.

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 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:

50% 1. **Assists in the installation, operation, maintenance and repair of shipboard equipment and systems. Other work assignments include but not limited to properly process and pump sewage and oily water tanks, make emergency repairs, perform daily/weekly/monthly preventative maintenance, and performs all other duties and responsibilities normally expected of a vessel's Oiler/QMED.**

25% 2. **Performs other duties as defined by a ship's Chief Engineer or as directed by other ship's Engineers during emergency situations and drills, facilitate and support the scientific mission of each voyage, and**

comply with, participate in, and promote the vessel's safety management program.

20% 3. Serves as watch-stander, may stand security watches in port or other duties as directed by the Senior Engineering Staff. Cleaning of engine department areas as directed.

5% 4. Performs other duties as assigned.

IV. PRIMARY QUALIFICATIONS:

A. Education/Training: High School Diploma or G.E.D equivalent with additional training and certifications.

B. Experience: At least two (2) years of experience working in the engine room of a ship, at least one year while holding an MMC with QMED endorsement or higher. Experience with a wide range of vessel systems and their proper operation.

C. Knowledge: Working knowledge of ship engineering safety rules/procedures, tools, equipment, miscellaneous engineering systems, auxiliary systems, propulsion systems as required to perform Oiler/QMED duties on a vessel such as the R/V Kilo Moana.

D. Abilities and Skills: Must be a U. S. Citizen and possess a valid Transportation Worker Identification Credential (TWIC), which must be current (minimum six (6) months prior to expiration). Must possess a valid U. S. Passport, which has is at least six (6) months prior to expiration for possible foreign travel/deployments. Requires US Coast Guard MMC with Qualified Member Engine Department (QMED) endorsement, IMO STCW-95 with AIII/4 Rating. Possess necessary skills to perform engineering work as a QMED. Ability to be at sea for extended periods. Communicate clearly and effectively both orally and in writing. Ability to meet high standards of performance.

Post Offer/Employment Condition: Must be able to pass USCG Physical Exam for Merchant Mariners. Submit to and pass drug tests as mandated by the USCG including but not limited to pre-employment, random, post-accident testing. Must complete the online Hazard Communication training immediately after hire or no later than employee's initial exposure to hazardous chemicals. Must read and sign University of Hawai'i Marine Center Code of Conduct for employees.

E. Physical and/or Medical Demands: Requires spending extended periods at sea, typically three (3) to four (4) months per voyage. Works on a rotational schedule based on operational needs (e.g. 3-4 months on, 3-4 months off). Ability to travel from home to ports of call, both domestic and foreign. Must be physically able to move about the vessel – climb ladders, enter tight spaces, use SCBA/firefighting gear and respirators without

breathing difficulties. Medical and physical fitness must be adequate for working continuously at sea for up to four (0-4) months, and outdoors in tropical conditions for daily shifts of 4-8 hours. 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: Prior experience aboard oceanographic research vessels is desirable. Experience with ISM and the International Organization for Standardization (ISO) 9001 programs. Experience with University of Hawai'i Hazardous Materials Management Program (HMMP). Experience with small waterplane twin hull (SWATH) ships. Trained and certified for confined space entry, forklift operations, and shore crane operations. Familiarity with industry standard shipboard machinery, systems, and related sub-components manufactured by Caterpillar, Siemens, DEIF, and Allen-Bradley 500 Programmable Logic Controllers (PLCs).

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.

CLASSIFICATION:

Ship Operations

RCUH Pay Range: SEA-S04

	<u>SLOT</u>		<u>POINTS</u>
KNOW HOW	DIV2		400
	<u>SLOT</u>		<u>POINTS</u>
ACCOUNTABILITY	C(4)C		100
	<u>SLOT</u>	<u>Percent</u>	<u>POINTS</u>
PROBLEM SOLVING	C2	22%	88

APPROVED BY:

Director of Human Resources or Designee

Date

ATTACHMENT 1

Completed by: NS

Bulletin Board Posting: 05/10/21
RCUH Website: 05/10/21
Hire Net Hawai'i: 05/10/21

OILER/QMED – ID# 221230. University of Hawai'i Marine Center. (2) 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. **MONTHLY SALARY:** Salary commensurate with qualifications. **DUTIES:** Works under supervision of the Chief Engineer or as delegated to the First Assistant Engineer, as a qualified member of the Engineering Department (QMED). Responsible for upkeep and maintenance of the vessel's engineering plant as directed by ship's Engineers. Work assignments include but not limited to assists in the installation, operation, maintenance and repair of shipboard equipment and systems, properly process and pump sewage and oily water tanks, make emergency repairs, perform daily/weekly/monthly preventative maintenance, and performs all other duties and responsibilities normally expected of a vessel's Oiler/QMED. Works on a rotational schedule based on operational needs (e.g. 3-4 months on, 3-4 months off). **PRIMARY QUALIFICATIONS:** **EDUCATION/TRAINING:** High School Diploma or G.E.D equivalent with additional training and certifications. **EXPERIENCE:** At least two (2) years of experience working in the engine room of a ship, at least one year while holding an MMC with QMED endorsement or higher. Experience with a wide range of vessel systems and their proper operation. **ABIL/KNOW/SKILLS:** Working knowledge of ship engineering safety rules/procedures, tools, equipment, miscellaneous engineering systems, auxiliary systems, propulsion systems as required to perform Oiler/QMED duties on a vessel such as the R/V Kilo Moana. Must be a U. S. Citizen and possess a valid Transportation Worker Identification Credential (TWIC), which must be current (minimum six (6) months prior to expiration). Must possess a valid U. S. Passport, which has is at least six (6) months prior to expiration for possible foreign travel/deployments. Requires US Coast Guard MMC with Qualified Member Engine Department (QMED) endorsement, IMO STCW-95 with AIII/4 Rating. Possess necessary skills to perform engineering work as a QMED. Ability to be at sea for extended periods. Communicate clearly and effectively both orally and in writing. Ability to meet high standards of performance. Post Offer/Employment Condition: Must be able to pass USCG Physical Exam for Merchant Mariners. Submit to and pass drug tests as mandated by the USCG including but not limited to pre-employment, random, post-accident testing. Must complete the online Hazard Communication training immediately after hire or no later than employee's initial exposure to hazardous chemicals. Must read and sign University of Hawai'i Marine Center Code of Conduct for employees. **PHYSICAL/MEDICAL REQUIREMENTS:** Requires spending extended periods at sea, typically three (3) to four (4) months per voyage. Works on a rotational schedule based on operational needs (e.g. 3-4 months on, 3-4 months off). Ability to travel from home to ports of call, both domestic and foreign. Must be physically able to move about the vessel – climb ladders, enter tight spaces, use SCBA/firefighting gear and respirators without breathing difficulties. Medical and physical fitness must be adequate for working continuously at sea for up to four (0-4) months, and outdoors in tropical conditions for daily shifts of 4-8 hours. Able to lift and carry up to fifty (50) pounds unassisted. **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.). **SECONDARY QUALIFICATIONS:** Prior experience aboard oceanographic research vessels is desirable. Experience with ISM and the International Organization for Standardization (ISO) 9001 programs. Experience with University of Hawai'i Hazardous Materials Management Program (HMMP). Experience with small waterplane twin hull (SWATH) ships. Trained and certified for confined space entry, forklift operations, and shore crane operations. Familiarity with industry standard shipboard machinery, systems, and related sub-components manufactured by Caterpillar, Siemens, DEIF, and Allen-Bradley 500 Programmable Logic Controllers (PLCs). **INQUIRIES: Jill Russell 864-0122 (Oahu).** **APPLICATION REQUIREMENTS:** Please go to www.rcuh.com and click on "Job Postings." You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Supervisory References, 4) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawai'i Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuh_employment@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-7262 or (808)956-0872. **CLOSING DATE: May 24, 2021.**

RCUH's mission is to support and enhance research, development and training in Hawai'i, with a focus on the University of Hawai'i.

Equal Opportunities Employer – Minorities/Women/Disability/Veteran.