**Captain – Near Coastal Standard Job Description**

**Classification Title:** Captain – Near Coastal

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Captain – Near Coastal, under general direction, is responsible for the safe navigation and operation of University vessels in near coastal waters (up to 200 miles offshore), serving as vessel master; supervises students and operators and trains them on safe operation practices and safe maneuvering of vessels through various situations.

**Essential Duties and Responsibilities:**

**40% Vessel Operations and Navigation**

* Coordinates vessel operations safely and skillfully.
* Ensures the overall safety of the vessel and all persons onboard.
* Maintains operational readiness and the maintenance of vessels.
* Supervises training for crew members.
* Manages discipline of direct report personnel.
* Responds to emergencies as directed.
* Maintains positive working relationships with colleagues and units.

**20% Maintenance Management**

* Oversees and directs assigned personnel in vessel operations and maintenance.
* Manages and assigns maintenance items in the Maintenance Data System.
* Maintains a list of preventative maintenance items and ensures timely completion.
* Submits applications for inspections with the USCG and ensures compliance with inspection criteria.
* Solicits bids from shipyards and supervises shipyard and inspection activities.
* Updates vessel documentation and required nautical publications regularly.

**10% Safety and Emergency Preparedness**

* Schedules and performs emergency drills as required by the USCG.
* Ensures emergency procedures and safety manuals are reviewed and updated annually.
* Trains personnel on their responsibilities in emergency situations.
* Completes timely evaluations and job qualification documentation for staff.

**10% Budget Management**

* Manages budget for assigned area of responsibility and submits monthly expense reports.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Three years of post-Master’s license relevant industry experience, including troubleshooting/repairing marine engines and electronics.

**Required Licenses and Certifications:**

* Current and valid 100-ton Master’s License-Near Coastal (up to 200 nautical miles) or greater.
* Valid Transportation Worker Identification Credential (TWIC).

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Supervisory/management skills.
* Crane and Hydraulic systems operational knowledge.
* Working Knowledge of USCG inspection criteria.
* Ability to safely navigate vessels in a crowded waterway.
* Ability to use electronic data methods for scheduling, maintenance records, and business operations.
* Research vessel experience.
* Ability to mentor and instruct staff and students in vessel operations.

**Additional Information:**

**Machines and Equipment:**

* Vessel
* Maintenance Tools

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**