**Chief Mate Standard Job Description**

**Classification Title:** Chief Mate

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Mate, under direction, is second to the Master in the chain of command and the Master’s direct representative. S/he is expected to assume the position and responsibility of the Master should the Master for any cause, be unable to perform his/her duties. S/he oversees the condition, appearance and safety of the vessel and the ship’s work and drills. All officers are under his/her orders in matters pertaining to operation and maintenance of the vessel—except for those matters that are the direct responsibility of the Chief Engineer. S/he shall aid the Master in every way and see that all officers are vigilant in performance of their duties and that they conform to orders.

**Essential Duties and Tasks:**

**40%: Vessel Maintenance**

* In charge of the condition, appearance, and safety of the vessel.
* Responsible for the maintenance of the protective coatings of the vessel’s hull, deck, masts, and houses.
* Responsible for maintenance of the ground tackle, mooring equipment, lifesaving, and firefighting equipment.
* Works cooperatively and closely with the Captain and Chief Engineer to affect all repairs which can be accomplished by the ship’s force and to determine the extent of shore assistance required, if any.
* Responsible for deck machinery coating maintenance, mooring lines, deck stores, and lockers.
* The C/M keeps records of all repair and maintenance of deck equipment through use of the MARAD NSE program.
* It is the responsibility of the C/M to ensure that NSE is updated daily with all deck department repair and maintenance activity.
* The C/M is primarily responsible for maintaining the vessel in satisfactorily clean and sanitary condition both at sea and at the dock.

**20%: Instructor/Mentor**

* Responsible for enforcing conduct standards and serving as a role model for cadets.
* Will assist in the training and professional development of the deck cadets.
* Instructs students in ZOPT 300 required class for USCG sea service requirements and all duties related to the class.
* The Chief Mate or his delegates teach both junior mates and cadets’ seamanship, shipboard safety emergency preparedness, vessel Safety Management System (SMS), deck maintenance, watch standing, and pollution awareness aboard the training ship both during the sea and academic terms.

**20%: Ship Operations**

* Arranges and coordinates the ship’s work and drills.
* Prepares daily routines and lays out work schedules for the deck department.
* Consults with the heads of other departments relative to coordination of work and drills.
* Calculates hull stress, stability, trim, and draft.
* Maintains firefighting equipment, emergency, and lifesaving appliances.

**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:**

* Bachelors’ degree in maritime-related discipline or any equivalent combination of education and experience.

**Required Experience:**

* Two years’ experience at Second Mate unlimited or higher.

**Required Licenses and Certifications:**

* STCW II/2, license as a Chief Mate of Steam or Motor Vessels of any Gross Tons Upon Oceans, Radar Observer (Unlimited). Must have endorsements for STCW VI/I Basic Safety Training, STCW II/I Bridge Resource Management (OICNW), STCW IV/2 GMDSS, STCW VI/3 Advanced Firefighting, STCW VI/4 Proficient in taking charge of medical care, STCW VI/2 Proficient in the use of survival craft, rescue boat and fast rescue boat (lifeboat man), STCW VI/5 Vessel Security Officer, STCW II/I ARPA, Chemical Testing training.
* Must hold a valid and recent TWIC (Transportation Workers Identity Card), and Passport.

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

* Excellent organizational, managerial, leadership and supervisory skills.
* Ability to multitask and work cooperatively with others.
* Ability to operate the training ship during cruises with the highest level of safety.
* Operational knowledge of Safety Management Systems (SMS).
* Ability to deal with a wide variety of individuals while training Corps of Cadets in Maritime skills.

**Additional Information**

**Machines or equipment used in the performance of essential duties:**

* Inventory and Preventative Maintenance Database Systems: 16 hours
* Deck Machinery: 10 hours
* Computer Systems: 6 hours
* Power Tools: 4 hours
* Hand Tools: 3 hours

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements or Other Factors:**

* This is a USCG regulated position.
* Must pass USCG/DOT drug test prior to employment and participate in the University’s random drug testing plan.
* Must be able to sail during all designated underway periods, including sea term cruises aboard the training ship.
* 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**