**Marine Maintenance Supervisor Standard Job Description**

**Classification Title:** Marine Maintenance Supervisor

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Marine Maintenance Supervisor, under general supervision, supervises marine maintenance technicians and student workers. Coordinates repairs with outsourced contractors to minimize down-time of the vessel or equipment. Oversees repair maintenance requests into maintenance tracking software as issues arise or are reported.

**Essential Duties and Responsibilities:**

**40% Supervision and Maintenance Management**

* Supervise marine maintenance technicians and student workers.
* Collaborate with departmental leadership to prioritize maintenance needs.
* Assign work orders to self and marine maintenance technicians.
* Ensure maintenance tasks are completed by the scheduled due date to ensure proper operation of equipment.
* Research, recommend to, and assist management in creating and improving a preventative maintenance plan for assigned equipment.
* Coordinate repairs with outsourced contractors to minimize down-time of vessels and equipment.
* Oversee contractors performing maintenance and repairs on equipment.
* Organize tasks to ensure compliance with scheduled maintenance and operational readiness.

**20% Equipment Maintenance and Operational Readiness**

* Oversee the maintenance and repair of outboards, inboards, unit fleet vehicles, golf carts, and water trailers.
* Perform routine inspections of equipment to ensure compliance with Vessel Operation Safety Management System, federal, and state requirements.
* Ensure operational readiness of vessels and other equipment.
* Perform troubleshooting and recommend outsourcing to contractors when necessary to minimize down-time.
* Schedule maintenance around operational needs, ensuring labor and supplies are available.
* Exercise vessel systems and equipment when not in regular use.
* Conduct test rides to ensure proper operation of vessels and equipment after completed repairs.
* Maintain documents of maintenance findings to ensure compliance with regulatory requirements.

**10% Communication and Reporting**

* Enter repair maintenance requests into maintenance tracking software as issues arise.
* Communicate discrepancies and maintenance issues with captains aboard vessels.
* Generate reports to monitor delinquent work orders and ensure compliance with maintenance schedules.
* Provide management with contract estimates for maintenance and repair needs.

**10% Vessel Operations and Support**

* Serve as vessel operator when needed, navigating safely and skillfully.
* Assist as a deckhand when required.
* Assist with shipyard projects and maintenance activities as needed.

**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 related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Tools
* Computer

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to work in small or cramped spaces.

**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**

**No**

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

**Yes**

**No** 