**Master of the Training Ship Standard Job Description**

**Classification Title:** Master of the Training Ship

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Master of the Training Ship, under general direction, is responsible for navigating vessel safely, ensure readiness, maintenance and well-being of vessel and crew, and compliance with all USCG-mandated emergency drills and procedures.

**Essential Duties and Responsibilities:**

**40% Vessel Safety, Navigation, and Maintenance**

* Oversees the safe navigation of the vessel.
* Ensures the overall safety of the vessel and all persons on board.
* Schedules and performs emergency drills as required by USCG.
* Ensures readiness and maintenance of vessels.
* Liaises with port officials, customs, immigration, and other relevant parties to ensure smooth operations.
* Maintains full knowledge of the intended route and takes necessary actions to mitigate risks.
* Coordinates and oversees the completion of tests, drills, and inspections as per USCG and Safety Management Systems.
* Coordinates with MARAD to maintain the ship to USCG and regulatory standards.
* Performs inspections with USCG to ensure the vessel meets inspection criteria.

**20% Training and Cadet Supervision**

* Oversees cadet instruction and mentoring while aboard the vessel during watch and maintenance hours.
* Assists with the development and delivery of maritime training for cadets during semester and summer training cruises.
* Mentors cadets and serves as a role model in both professional and personal behavior.
* Coordinates with shore-side personnel to ensure cadet readiness and progression.
* Supervises cadet participation in emergency drills, inspections, and other required activities.

**10% Leadership and Team Management**

* Provides management and leadership for all activities in area of responsibility.
* Maintains a positive working environment and collaborates with other units on campus.
* Coordinates and collaborates with internal and external entities to carry out responsibilities.
* Actively engages with cadets and staff, fostering relationships that align with the values of the organization.
* Serves as the shipboard human resources supervisor, managing staffing and hiring processes.

**10% Administrative and Compliance Oversight**

* Oversees all budgeting and fiduciary operations related to vessel management.
* Ensures that all crew members are up to date with required licenses, certifications, drug testing, and other USCG regulations.
* Revises and updates Emergency Procedures, Safety Management Systems, Safety
* Meetings, and Operations Manuals.
* Maintains medical emergency procedures, Security Plans, and Hurricane Plans.
* Makes applications for vessel inspections with USCG and ensures compliance with regulatory standards.

**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:**

* Bachelor’s degree in maritime-related discipline or any equivalent combination of training and experience.

**Required Experience:**

* Two years post-licensure experience as Ship’s Master operating unlimited tonnage vessels.

**Required Licenses and Certifications:**

* USCG Masters Unlimited Oceans License, GMDSS, STCW endorsements; Master, Medical PIC, VSO, TWIC; Safety Management System certification

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Navigation Equipment
* Office Equipment
* Ship Machinery and Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**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
* Must pass USCG/DOT drug test prior to employment and participate in the University’s random drug testing plan for drugs and alcohol required by TAMU System and University Rule (34.02.99 M1, 8.6.1).
* Must be able to sail during all designated underway periods, including training cruises aboard the training ship and be present for shipyard periods or other periods ship is away from Galveston.

**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**