**Second Mate Standard Job Description**

**Classification Title:** Second Mate

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Second mate, under general supervision, is responsible for navigation of the vessel and safety and maintenance of same.

**Essential Duties and Tasks:**

**40% Operations**

* Performs all duties of a 2nd Mate.
* Responsible for all bridge equipment and the use of such equipment to ensure the safe navigation of the vessel.
* Responsible for all bridge publications and notices including manuals to assist in the operation of bridge equipment.
* Responsible for safe operational bridge practices and log-keeping.
* Stands watch as directed ensuring the safe navigation of the vessel.
* Will supervise and train students of varying experience levels in practical operation of all navigational equipment aboard the training ship.
* Responsible for maintaining the training ship’s ISM/SMS compliance.
* Responsible for assisting or directing any pilot transfer, anchoring, mooring, gangway, or cargo operations as assigned by the Chief Mate.
* As a member of a damage control team, responsible for training students in firefighting, damage control, rescue, and evacuation techniques.
* Operates ship’s crane, forklift, and other related deck machinery and industrial equipment.

**20% Ship Information Systems**

* Serves as shipboard information technology liaison, troubleshooter, and support.
* Oversees design, implementation, and maintenance activities for USCG Credentialing database management systems, and related systems.
* Oversees the maintenance and upgrade of unit-level databases.
* Coordinates and oversee the resolution of performance problems and the execution of recoveries.
* Analyze current business processes and make suggestions to utilize various technological tools to help improve business processes and translate into system requirements and/or development of systems solutions.
* Maintain the A-Pass shipboard safety and security system and database.
* Develops, implements, and maintains the shipboard electronic document system, station bill, shipboard communication devices and other miscellaneous shipboard electronic information systems. Assists the Chief Mate and the Master in ISM compliance.

**20% Ship’s Maintenance, Safety and Planning**

* While in Reduced Operating Status (ROS) works closely with the ship’s officers and academy staff in planning and conducting sea terms on the training ship.
* Assist Chief Mate as directed with the deck department: deck machinery, tools, and safety equipment. Assist in supervising deck work / maintenance and keeping Planned Maintenance System (PMS) records.
* Assists in the planning and the execution of all mandatory drills and exercises including the maintenance of such safety equipment as designated.
* As a member of a damage control team, responsible for training students in firefighting, damage control, rescue, and evacuation techniques.
* Act as a safety observer during any evolution involving groups of students; adhere to and train students in Safety Management System (SMS) principles and best practices.
* Assists in vessel security.

**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:**

* 2 years’ experience at Third Mate or higher certification.

**Required Licenses and Certifications:**

* Licensed by USCG as Second Mate of Steam or Motor Vessel of any Gross Tons Upon Oceans, Radar Observer (Unlimited). Endorsements must include: STCW VI/I Basic Training, STCW II/I Bridge Resource Management, ARPA (OICNW), STCW IV/2 GMDSS, STCW VI/3 Advanced Firefighting, STCW VI/4 Proficient in Providing Medical first aid, STCW VI/2 Proficient in the use of survival craft, rescue boat and fast rescue boat (lifeboat man), STCW VI/6 Vessel Personnel designated with Security Duties.
* Hold a valid and recent TWIC (Transportation Workers Identity Card), and passport.

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

* Proficient in all aspects of Bridge Navigational Watch-Standing (OICNW).
* Excellent organizational, managerial and supervisory skills.
* Ability to work with a wide variety of individuals while training Corps of Cadets in maritime skills.
* Ability to multi-task and work cooperatively with others.
* Proficiency in ECDIS and paper chart updating, correcting and voyage planning, weather reporting. Basic proficiency in MS Word and Excel.
* Working knowledge of NSE for inputting of equipment maintenance and ship’s documents.
* Must be able to safely launch, run and recover fast rescue and utility boats.
* Proficient is the use of deck machinery including hydraulic cranes.

**Additional Information**

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

* Deck machinery
* Office computer
* Ship navigation equipment

**Physical Requirements:**

* Requires the ability to stand for long periods of time.
* Requires stepping through hatches, climbing ladders, and working in close spaces.
* Requires the ability to wear required personal protective equipment.
* Must be able to work in various temperatures, indoors and outdoors in all weather conditions including heat, cold, rain and dry environmental conditions.
* Must be able to safely operate industrial equipment.

**Other Requirements or Other Factors:**

* Ability to lift moderately heavy objects and exert moderate force.
* 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.
* 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**