

MARINE RESOURCES DEVELOPMENT FOUNDATION/MARINELAB

JOB DESCRIPTION

TITLE: Lead Captain

JOB OVERVIEW: The MarineLab Environmental Education Program relies on its fleet of inspected passenger vessels to provide its highly respected marine science curriculum to its student and teacher clients. Safety and reliability is of prime importance in our operations. The MarineLab Lead Captain will be responsible for ensuring that our fleet is always ready to support the MarineLab mission.

Approximately half the Lead Captain's time will be spent on the water, driving the boats or training staff.

The other half of the Lead Captain's time is split between administrative tasks and general maintenance of the boats.

STATUS: Salaried, exempt; full time benefits

REPORTS TO: Chief Executive Officer

SUPERVISES: Captains

Duties include but are not limited to:

LOGISTICS/STAFFING

- Hire and train captains on proper operation of MarineLab vessels, including maintenance reporting requirements
- Train instructional staff on crew duties aboard MarineLab vessels
- Operate vessels for MarineLab programs as the program requires
- Coordinate with the Director of Operations in scheduling regular maintenance around the program needs

VESSEL MAINTENANCE & SAFETY

- Ensure that all necessary safety equipment is on the vessels at all times
- Monitor and maintain all items subject to expirations, including but not limited to EPIRBs and flares
- Conduct required weekly and monthly safety exercises, including but not limited to Man Overboard and Fire protocols
- Monitor and coordinate all annual Coast Guard inspections, including the haul-out inspections
- Conduct regular maintenance upon the engines, as specified in their operations manuals
- Conduct regular maintenance upon the vessels
- Perform basic repairs upon the engines and vessels; perform specialized repairs if certified and trained to do so

ADMINISTRATIVE:

- Forecasts maintenance needs to assist with budget planning
- Complete financial reports in a timely manner, as required by the Business Office
- Coordinates with Facilities Director on maintenance tasks, if needed
- Handles all purchasing and parts ordering for the boats
- Reports monthly at both the MarineLab Management Team Meeting & Instructors Staff Meeting
- Monitor & ensure all captains have necessary licenses, random drug testing membership requirements, and any specific training needed for our operations

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KEY SKILLS & QUALIFICATIONS

- USCG Master's License, near coastal in our area minimum
- Mercury Marine certification, or willingness to get certified
- Boat mechanical experience, including electrical & fiberglass
- Excellent written & verbal communication skills
- Record-keeping experience
- Familiar with and comfortable with using email & computer applications
- Supervisory experience
- Team Oriented
- Detail-oriented & self-motivated
- Must pass Level II background check
- Must pass pre-employment drug test
- Student-friendly demeanor, flexibility in responding to work requirements
- Valid drivers' license and comfortable backing up and driving boat trailers

TO APPLY:

Please submit your resume and a photocopy of your USCG Captain's license including the endorsement page to Ginette Hughes. Email Ginette.hughes@marinelab.org