

POSITION DESCRIPTION

TITLE: Director of Marine Science Operations - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

St. Mary's College of Maryland is seeking a Director of Marine Science Operations to lead all aspects of boat-based marine education research operations at the College. Responsibilities include overseeing our research fleet, including a new 46' Research Vessel, a 23' center console, and a 25' sport cabin, as well as administering the fleet business plan, including coordinating and scheduling boat-based teaching and research needs with internal users and outside institutions. The Director is also responsible for the safe operation of the 46' research vessel with a high regard for safety of personnel and the vessel, a customer service mentality, and efficient accomplishment of research and teaching goals. The Director performs routine maintenance and repairs to the vessels and schedules and oversees vendor support when necessary. Routine work includes periodic haul outs for winter maintenance to be performed as independently as possible. The Director also teaches undergraduate classes on safe boat operations, scientific sampling, and use of scientific equipment and instrumentation commonly found on research vessels. This position reports to the Associate Dean of the North Division.

Vessel missions typically include a combination of: towing sophisticated acoustic sensors or nets, deploying and recovering moorings or autonomous vehicles, trawling, bottom sampling, and water sampling. Operations are typically day trips (up to 12 hours) from the St. Mary's College of Maryland Waterfront. The vessel may be staged away from home port as necessary, and occasional weekend missions and/or outreach activities are required. Customer service includes coordinating with faculty, staff, students, and other science personnel prior to missions on outfitting, operations, and timing details.

Knowledge of local waters (typical weather, tides, navigation charts and hazards, vessel traffic patterns, etc.) and excellent independent judgement is paramount to ensure the safety of personnel, the vessel, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

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- Serves as Captain (USCG Licensed Master) of the Marine Science Research Vessel, ensuring proper maintenance, outfitting, and safe operation of the vessel in support of research missions, laboratory coursework, and other needs of the Marine Science Department and other academic programs.
- Oversees the final construction and instrumentation of the research vessel and receive the vessel from the builder when completed.
- Obtains a Letter of Designation for the vessel as a Research Vessel from USCG OCMI in Baltimore, to be started before receipt of the vessel.
- Ensures vessel navigation and scientific operations are conducted in a safe manner. Responsible for the safety of up to 25 personnel aboard.
- Ensures the vessel is properly outfitted, clean, and maintained to high standards. Complies with U.S. Coast Guard and College safety policies. Schedules and performs routine maintenance and repairs. Coordinates larger repairs with the College and outsourced providers.
- Operates or oversees operations of the vessel's winches, A-frame, and other installed equipment. Oversee faculty and teaching assistants assisting in operations.
- Develops scientific boating use policies and safety policies documents.
- Teaches courses on boating safety, research vessel and equipment operations, or similar topics as needed by the Marine Science Department.
- Maintains a collegial attitude with faculty, staff, students, administrators, and users of the SMCM vessels and waterfront.
- Works closely with vessel users to plan, mobilize the vessel, and accomplish research goals safely, efficiently, and with a high degree of customer satisfaction.
- Communicates any safety or operational concerns with the Marine Science Scientific Boating Committee.
- Ensures Marine Science boats and trailers are properly maintained, fueled, and outfitted for safe operations.
- Ensures the research vessel and small boats are securely moored or trailered for heavy weather.
- Tracks fuel consumption and other expenses to be billed to vessel users, maintains Deck and Maintenance Logs.
- Coordinates with the SMCM Director of the Waterfront for dockage, boat ramp, and other logistical needs.

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- Assists and collaborates with SMCM Director of the Waterfront on maintenance of boat lifts, trailers, safety boats, engines, piers, docks as necessary.
- Plans, oversees, and conducts routine maintenance work for periodic haul outs in a local boat yard. Coordinates planning and budgets with the Department Chair.
- Procures budgeted supplies, services, and equipment. Adheres to College purchase card policies and procedures. Coordinates large or complex purchases with the Marine Science Department Chair and Academic Affairs.
- Be generally available for communications by phone or email while off duty (i.e. operational decisions re weather, vessel readiness, pre-mission details with users and the Department Chair, etc.).

MINIMUM QUALIFICATIONS:

- Education: High School diploma (additional education or certifications are highly valued).
- Experience: Proficiency in boat handling skills in close quarters; familiarity with Chesapeake Bay waters and the deployment and recovery of equipment at sea. Must have experience trailering and hauling small boats.
- Must possess and maintain a U. S. Coast Guard “Master 100 Tons – Near Coastal” license or higher.
- Excellent judgment and decision-making skills, particularly in regard to safety and operational situations.
- Excellent planning, organizational, and interpersonal skills; customer service focus.
- Experience supporting marine research and/or shipboard teaching.
- Ability to do basic boat maintenance.
- Basic proficiency with Google Drive, word processing and spreadsheet software (Google Sheets, Google Docs, Google Forms, etc.).
- Must qualify for a College procurement card.
- Must possess a valid driver’s license.
- Subject to random drug testing.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

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