



USF Job Class Description
JOB CODE: 6567
JOB TITLE: Marine Operations
Manager
JOB FUNCTION: Campus Operations
& Services
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 04/01/07

Job Title: Marine Operations Manager

Job Summary

This position oversees the safe operation of two State of Florida Research Vessels operated by the Florida Institute of Oceanography and is responsible for the management of the waterfront facility and warehouse. This position is responsible for manning/crewing, maintenance, scheduling, procurement, requisitions, and inventory and customer interaction issues. This position supervises and guides eight crew members and one Port Engineer.

Nature of Work

This position typically reports to an Associate Director level. The Marine Superintendent's main purpose is to oversee the operation of ships and manage waterfront facility. This position manages a group of Staff and/or Administration employees and other managers. This position does not have actual accountability for budgets, but must monitor and prioritize expenditures including contracted services and capital projects as well as daily operations. This position operates heavy machinery, motor vehicles, uses hand tools, torches/welders, ladders/scaffolds. This position requires the incumbent to occasionally lift more than 50 pounds. This position requires a high level of interpersonal skills, diplomatic handling of clients, and strong networking skills with vendors, operators and agencies involved in the marine community and industry. Assignments are made only in terms of broad goals, and there is considerable latitude for decision making and establishing priorities. This position is required to interpret and/or evaluate information and/or create analytical approaches to decision making or problem solving. Duties are substantially varied in nature, requiring solving of both common and unusual problems. The next level of supervision is consulted for clarification of policies. Under FLSA incumbents in this position meet the criteria for exempt status.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all work that may be assigned to positions in this job class.

- Manages and provides operational oversight to the FIO fleet of two research ships and associated waterfront facility.

- Procures supplies to keep vessels and shore facility stocked with inventory parts, consumable and non-consumable supply items. Writes shipyard contracts and coordinates outside contractors and vendors.
- Completes daily administrative functions including computer work, clerical tasks, correspondence, purchase requests, telephone, email, ship scheduling.
- Communicates constantly with ship's crews and Port Engineer, inner officer staff and Assistant Director, Associate Director, Director, marine sciences faculty and staff throughout SUS and 19 constituents.
- Posts jobs, conducts interviews, writes and/or provides input on performance evaluations, counsels employees.
- Coordinates design, fabrication and installation of equipment for use on ships. Coordinates removal, overhaul and reinstallation of shipboard equipment and machinery.
- Recruits, screens and coordinates OPS staff to sail as crew on as needed basis. Sails on ships as Assistant Captain or crew as needed.

Minimum Qualification Requirements

This position requires a High School diploma or GED plus vocational training and 8 years of extensive experience in practical operations regardless of any training or licensure requirement. This position requires Marine Captain (or USCG/USN rating) 100 ton min., STCW, CPR and First Aid certification.