

**USF Job Class Description**

JOB CODE: 6554

JOB TITLE: Marine Vessel Services Coordinator

JOB FUNCTION: Campus Operations & Services

PAY PLAN: 23

CAREER BAND: C

FLSA: Non-Exempt

Effective Date: 04/01/07

Job Title: Marine Vessel Services Coordinator

Job Summary

The Marine Vessel Services Coordinator performs and oversees maintenance, repair and logistics related with the operations of Florida Institute of Oceanography's research vessels and support equipment.

Nature of Work

This position typically reports to a Marine Superintendent or higher level position. This is a position requiring experience and training in one or more skilled crafts with the marine setting. This job requires physical abilities such as trunk strength, manual dexterity, and wrist-finger movement in order to perform the essential functions of the position. This position may be required to spend extended time at sea supporting a research vessel.

This position comes into regular contact with co-workers, supervisors and with students, faculty and staff in USF buildings where they may be working. This position requires basic customer service skills.

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.

- Maintain marine maintenance & repair warehouse, related material support stores used for upkeep of research vessels and waterfront operations.
- Maintain and repair all on-board marine equipment and hull structures on research vessels.
- Design, fabricate, maintain and repair all marine research apparatus for shipboard deployment.
- Provide shipboard engineering support while at sea.
- Sail as second engineer or deck hand as necessary.

Minimum Qualification Requirements

This position requires completion of an approved apprenticeship program in marine services technician; or a high school diploma and two years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Special Working Conditions

Working conditions include outdoor weather conditions; a non-stable environment (i.e., pitching, heaving, and rolling decks); noisy environment; hot and confined spaces; exposure to toxic/caustic substances and fumes; elevated areas (i.e. over six feet); and moving, lifting, and carrying heavy objects. This position may be required to work on weekends and holidays and when at sea, is required to be available to work on 24-hour basis.