



Job Description

POSITION IDENTIFICATION

Title	Crewing Coordinator	Reports to	Manager, Marine Personnel
Job Family	Operations	Job Location	Galveston

JOB SUMMARY

The Crewing Coordinator ensures the fleet is crewed with properly qualified mariners per the Company's Towing Safety Management (TSMS) and United States Coast Guard (USCG) regulations. In addition to coordinating crew members the Crewing Coordinator is also responsible for managing mariner time off requests.

KEY INTERACTIONS (INTERNAL AND EXTERNAL)

Vessel Crewmembers, Manager of Marine Personnel, Port Captains, Human Resources, Payroll and Director of Operations

JOB RESPONSIBILITIES

Crewing Coordinator – Primary Duties

- Ensure fleet is properly crewed.
- Accommodate additional crewing requests as needed such as shipyard transits, engineers in shipyard, etc.
- Develop, maintain, and distribute crew rosters to appropriate personnel.
- Collaborate with Port Engineers and Port Captains to maintain effective mariner training assignments.
- Act as Marine Personnel after hours point of contact 24/7, rotation schedule to be set by the Manager of Marine Personnel.
- Assist Senior Crewing Coordinator in proactively identifying marine personnel crewing needs.
- Assist mariners with credential renewal and upgrade process.
- Maintain a good working relationship with Seafarers International Union (SIU)
- Approve and deny mariner vacation requests.
- Understand the Company's tug payroll process.
- Complete additional tasks as directed by the Manager of Marine Personnel.

EDUCATION AND EXPERIENCE

- Minimum of 3-5 years' experience in the maritime industry
- Bachelor's degree desired

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong verbal and written communications skills
 - Excellent telephone etiquette and manner
 - Organized, detail-oriented and accurate
- Full understanding of U. S. Coast Guard credential requirements for vessel crewmembers onboard

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inspected towing vessels

- Customer focused
- Ability to solve issues in a timely manner and coordinate numerous personnel issues
- Knowledge and use of computer software: Microsoft Office suite
- Must be physically fit and capable of boarding vessels safely from time to time
- Must possess a valid Transportation Work Identification Credential (TWIC)
- Must possess a valid state driver's license for occasional travel requirements
- A valid Merchant Mariner Credential, such as an Officer Endorsement as a Master, Chief Engineer or Mate is preferred
- Ability to understand and execute complex oral and written instructions
- Ability to work independently with minimal or no guidance
- Proficient in Microsoft Word, Excel and PowerPoint

BEHAVIOURAL COMPETENCIES

Time Management

Candidate must be able to prioritize and complete their tasks timely

Teamwork

Must be able to collaborate with all team members to problem solve and establish effective solutions to issues.

Listening

Candidate must be able to understand and act upon verbal direction

Resourcefulness

Candidate must be unafraid to seek guidance and support from other employees to complete their job duties safely and effectively.