



PACIFIC WHALE FOUNDATION

Vessel Operations Manager Job Description

Required Qualifications:

- Must have a working knowledge of State of Hawaii and USCG policies and maritime regulations for certified passenger vessels.
- Must have 5 years minimum relative marine maintenance and managerial experience. 7+ years is desired.
- Must be available full time and on a flexible basis
- Must have transportation

Knowledge, Skills and Abilities:

- Extremely knowledgeable about all aspects of Hawaii's marine environment and maritime laws
- Positive, enthusiastic and self motivated
- Demonstrates high level of professionalism and PWF representation
- The ability to delegate positively
- Demonstrates follow-through on all vessel maintenance issues
- Team player with administration and crew
- Excellent decision making skills
- Excellent communicator, clear and direct
- Excellent managerial skills
- Ability to set and meet goals and deadlines

Duties and Responsibilities:

- Maintain fleet in great and safe working order while accommodating as best possible for normal operations and schedules to continue
- Oversight of vessel masters and relief captains
- Administer disciplinary actions as needed, including progress reports and written warnings
- USCG annual COI inspections
- USCG required dry dock haul inspections
- Maintain a monthly and yearly vessel maintenance program in coordination with the Vessel Maintenance Manager
- Assist with the design and development of new vessels and new vessel programs
- Ensure all vessels operate in an environmentally sound and safe way
- Maintain consistent communication with Vessel Staff Manager, Vessel Programs Director, Eco-Adventures Director, Financial Controller and President
- Maintain communication with captains and vessel staff
- Attend mandatory company meetings
- Manage multiple duties and delegate positively
- Knowledge of PWF policies, procedures, etc
- Complete all individual staff evaluations for vessel staff

- Strong dedication to your job and your team
- Maintain a fair work environment