

ONBOARD CREW MANAGEMENT

JOB TITLE / RANK	Chief Officer / 1st Officer
DEPARTMENT	Deck
RESPONSIBLE TO	Master

It is recognized that certain nationalities of crews are accustomed to different duties compared to other nationalities (For example officers responsible for the maintenance of safety and lifesaving equipment). Accordingly, the Master has the authority to change the tasks as he sees fit in agreement with the Ship Management Office.

In addition, the Master has the authority to allocate any reasonable task or duties that may be required for the safe and efficient operation of the ship.

OVERALL PURPOSE OF THE JOB:

Head of the Deck Dept, designated safety officer, responsible for safe and efficient planning & conduct of cargo and ballast handling operations. Member of the Bridge team and navigating officer of the watch.

KEY TASKS AND RESPONSIBILITIES:

In the absence of the Master, the C/O is in command of the vessel and assumes the Master's responsibilities.

The Chief Officer is responsible to the Master for:

- Acting as the Deck department team leader in an emergency/crisis response situation
- Maintaining the upkeep of the hull, deck fixtures, fittings, crew accommodation areas (including toilets, washrooms, galley/mess), forecastles and Bosun's storerooms which must be kept in a clean and tidy condition
- Maintaining discipline within the deck department
- Administering and controlling of deck stores and equipment including inventory and expenditure control and requisitioning
- Maintaining an up to date and accurate record of deck maintenance
- Monitoring all situations which may result in environmental pollution incidents and to take appropriate preventative measures
- Keeping a safe navigational watch as instructed by the Master
- Acting as the ship's Safety Officer including the promotion of safe working practices and the conducting of regular safety inspections
- Ensuring all shipboard safety equipment is maintained and regularly tested

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- Acting as Ship Security Officer along with the associated duties contained in the Ships Security Plan (note, in some cases the Chief Engineer may be appointed by the Master for this role)
- Taking charge of a mooring party
- The Chief Officer is to be given the opportunity to understudy the Master whenever such an opportunity arises including on-board ship handling training. Such training to be recorded in ADM30a and reported in their appraisal report.
- Any other duties as instructed by the Master
- Recording incidents and dangerous occurrences
- The promotion of safe working practices including the use of safety equipment and protective clothing throughout the ship
- The health and safety of visitors and contractors by laying down written specific procedures to be followed during their period on board
- Responsible for the upkeep of the Ship Safety and Training Record Book
- Acting as designated Garbage Management Person along with the associated duties contained in the Ships Garbage management Plan.

Cargo Operations Responsibilities (As applicable to Vessel Type)

Under the supervision of the Master the Chief Officer is responsible for:

- Responsible for cargo handling including tank cleaning and COW operations, ballasting/deballasting operations including the allocation of specific duties to other Deck officers
- Preparation of the Cargo Plan in compliance with the Voyage Orders
- Checking of the Cargo System to ensure that the intended plan will be followed
- Preparation of the ship's Cargo and Ballast Operations onboard and personal supervision of the commencement and completion of these operations
- Operation and control of all Cargo/Ballast Equipment and monitoring of all cargo/ballast operations on board
- Responsible for writing own Standing Orders concerning the Cargo Operations which are to be well understood and signed by each Deck Officer
- Monitoring of the vessel's stress and stability throughout the Cargo and Ballast Operations and during the voyage to ensure that they remain within the required limits
- Maintaining Cargo Records as required by the Company, Charterers and International Regulations
- Calculation of the Cargo Quantity on board and preparation of Cargo Documentation as required
- Checking of all compartments/void spaces/cofferdams on a daily basis and recording the sounding in the Deck Log Book
- Monitoring of Toxic Gases Vapours Concentration in ship's compartments as required

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- Maintaining the records required in conjunction with the Chief Engineer as required
- Applying the Ballast Water Management Practices required and maintaining records
- Briefing all officers and ratings on safe handling procedures for each cargo
- Ensure that required antidotes and toxic gas detectors are on board for each cargo to be loaded as required for those ships engaged in carriage of dry or liquid dangerous/toxic or chemical cargoes

PERSONAL BEHAVIOURS & QUALITIES

The job requires:

- Very good leadership skills; in particular the ability to gain respect, to motivate and to set a positive example
- Very good managerial skills; in particular the ability to contribute positively to onboard team spirit that takes account of different National cultures
- Very good planning and organizational skills; in particular the ability to be flexible during changing conditions/situations
- Good communication skills
- Ability to remain calm and focused at all times, in particular during emergency and/or difficult situations