

ONBOARD CREW MANAGEMENT

JOB TITLE/RANK	Third Officer
DEPARTMENT	Deck / Navigation
RESPONSIBLE TO	Master - Overall/Chief Officer - for Cargo Operations & LSA/FFA

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.

MAIN PURPOSE OF THE JOB:

Designated Officer for routine checking and maintenance of lifesaving and firefighting appliances. Officer of the Watch for Navigation & Cargo operations. Accurate and timely preparation of specific documentation as required for vessels' port/arrival-departure.

KEY TASKS AND RESPONSIBILITIES:

The Third Officer is responsible to the Master and Chief Officer for:

- Maintaining lifesaving equipment, including vessel lifeboats, ensuring that such equipment is kept at a constant state of readiness according to SOLAS requirements
- Maintaining all firefighting appliances, including hoses, breathing apparatus and extinguishers (including those located in the Engine Room), ensuring that such equipment is kept at a constant state of readiness according to SOLAS requirements
- Reporting to the Chief Officer any deficiencies in lifesaving or firefighting equipment, which may affect safe vessel operations
- Maintaining Lights, Shapes, Flags, Halyards and Sound Signaling Apparatus
- Keeping a safe navigational watch, as instructed by the Master
- Taking charge of a mooring party
- Keeping a cargo/port watch, as instructed by the Chief Officer
- Understudying the Second Officer whenever suitable opportunities arise
- Undertaking any other tasks, duties as instructed by the Master
- The Third 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.

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Cargo Operations Responsibilities (As applicable to Vessel Type)

The Third Officer is responsible to the Chief Officer for:

- Assisting in all cargo, ballast and cargo spaces preparation, including operations planning.
- Monitoring cargo and ballast operations as instructed by the Chief Officer
- Ensuring that a proper deck and security watch is maintained
- Ensuring that the vessel remains securely moored at all times

PERSONAL BEHAVIOURS & QUALITIES.

The job requires:

- Good leadership skills; in particular the ability to gain respect, to support others and to set a positive example
- Good managerial skills; in particular the ability to make a positive contribution to team working which takes account of the different cultures onboard
- Good organization skills
- Good communication skills
- Ability to remain calm and focused at all times but in particular during emergency and/or difficult situations