

**MIMRA**

Marshall Islands Marine Resources Authority

MIMRA Position Description	
1	<b>Authority:</b> Marshall Islands Marine Resources Authority
2	<b>Job Title:</b> Boat Deckhand
3	<b>Pay Level:</b>
4	<p><b>Location and Working Conditions:</b></p> <ul style="list-style-type: none"><li>● Position Location: Outer Island Fish Market Center (OIFMC) – Majuro</li><li>● Two-year contract with 6-month probation period and possibility of extension subject to performance evaluation.</li><li>● Full time (56 hours per week).</li></ul> <p>The Deckhand spends extended periods at sea and must endure all kinds of weather conditions, most often damp and cold conditions. Sea mariners also face the possibility of unexpected severe weather conditions and other hazards associated with working with heavy loads, or having to sail at night.</p> <p>However, modern safety management procedures, advanced emergency communications, and effective international rescue systems place modern mariners in a much safer position than the past. Some mariners have a difficult time of coping with long periods away from home and the confinement aboard ship and consequently leave the occupation</p> <p><b>Physical Demands</b></p> <p>The Deckhand will spend long hours keeping watch, either steering or performing look out duty while vessel is in operation. During fish collections is responsible for preparing daily meals for crew and must also attend to fishermen (Distribute ice, fishing gears, fuel, and other supplies- must Sort/ categorize, weigh, stow and ice all fish products) at all hours which will deprive Deckhand of normal resting or sleeping hours.</p> <p><b>Environmental Conditions</b></p> <p>The Boat Deckhand is constantly stationed in transport vessel out in the outer islands/between Majuro/Mili or in open seas, and will expose to all weather and climate conditions.</p> <p><b>Sensory Demands</b></p> <p>The incumbent must spend long hours in monitoring navigational equipment's and engine and must spend long hours attending to fishermen (distribute ice, fishing gears, fuel, and other supplies - must sort/ categorize, weigh, stow and ice all fish products) while at fishing sites. The incumbent must also spend long hours on either steering or performing look out duty while vessel is in operation which requires high levels of attentiveness.</p> <p><b>Mental Demands</b></p>

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	There are a number of demands and pressure associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues in particular fishermen and passengers.	
5	<p><b>Purpose:</b> The Primary responsibilities of the Boat Deckhand includes keeping vessels clean; scrubbing decks and keeping interior of vessel (Captain's wheel house, cabin, kitchen, bathroom, cargo and fish hold) clean and organized at all times. Must maintain outer structure of vessel; sanding, painting, and fiberglass repair. Must inspect and scrape clean vessel hull (Bottom of vessel) every month to ensure safe and efficient seafaring. At ports or site destinations shall be responsible for tying up or casting off lines holding vessel in place or lowering and raising anchors. The Deckhand must be ready at any given time to perform repair and to assist vessel engineer troubleshoot any problems that may arise while during voyages. Deckhands in general learn about navigation, safety, and environmental and government regulations.</p> <p>The vessel Engineer must also attend to other responsibilities within fish collection procedures, such as securing fuel and supplies, distribution of fuel, ice and other supplies. Must create a cargo and passenger manifest to ensure accountability of all cargo and passenger's aboard ship. The Vessel Deckhand is also the vessel's cook and must prepare the daily meals on a timely basis.</p>	
6	<b>Position Responsibilities/Duties:</b>	<b>Performance Indicators:</b>
6.1	<ul style="list-style-type: none"> <li>Perform the day-to-day duties of a Boat Deckhand to ensure a safe and efficient operation of OIFMC Transport vessels. Main Activities: <ul style="list-style-type: none"> <li>Handles lines to moor vessel to wharves, tie up vessel to other vessels, or rigs towing lines.</li> <li>Splices and repairs cables and ropes, using hand tools</li> <li>Examines cables that holds vessels in tow and tightens cables to ensure vessels are snug</li> <li>Scrubbing decks and keeping interior of vessel (Captain's wheel house, cabin, kitchen, bathroom, cargo and fish hold) clean and organized at all times</li> <li>Must maintain outer structure of vessel; sanding, painting, and fiberglass repair.</li> <li>Must inspect and scrape clean vessel hull (Bottom of vessel) every month to ensure safe and efficient seafaring</li> <li>Vessel Deckhand shall be assigned watches, either</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Vessel is securely moored to wharves and other vessels using proper techniques.</li> <li>Towing lines are rigged safely and efficiently.</li> <li>Cables and ropes are spliced and repaired correctly, ensuring durability and safety.</li> <li>Tow cables are examined and tightened to maintain secure towing operations.</li> <li>Decks, wheelhouse, cabins, kitchen, bathrooms, cargo areas, and fish holds are kept clean and organized at all times.</li> <li>Outer vessel structures are regularly maintained, including sanding, painting, and fiberglass repair.</li> <li>Vessel hull is inspected and cleaned monthly to ensure safe, efficient seafaring.</li> <li>Watches are carried out responsibly when steering or on lookout duty, ensuring vessel safety during travel.</li> <li>Lifeboats are deployed correctly and efficiently in emergency situations.</li> <li>Safety equipment (engines, winches, navigational systems, fire extinguishers, life preservers) is maintained in working order.</li> <li>Cargo and passenger loading/discharging is monitored safely and efficiently.</li> <li>Fares are collected accurately and recorded properly.</li> <li>Ice distribution is monitored and controlled to preserve fish quality.</li> <li>Fuel and supplies are distributed accurately to meet operational needs.</li> </ul>

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	<p>steering or performing look out duty while vessel is traveling</p> <ul style="list-style-type: none"> <li>○ Deploys lifeboat in emergency cases</li> <li>○ Communicating with Site managers and Majuro/Ebeye base - Providing information to managers, co-workers, and Captain by radio or in person in regards to fishing conditions, catch rate, etc.</li> <li>○ Monitor and Control the distribution of ice</li> <li>○ Entering Logs for Fuel sales, ice and other supplies per inventory purposes and verification.</li> <li>○ Monitor the loading and discharging of cargo or passengers and collecting fares</li> <li>○ Distribute fuel and supplies</li> <li>○ Maintain equipment's on board, such as engines, winches, navigational systems, fire extinguishers, and life preservers.</li> <li>○ Cook daily meals for crew</li> </ul>	<ul style="list-style-type: none"> <li>• Logs for fuel sales, ice, and supplies are completed accurately for inventory verification.</li> <li>• Information on fishing conditions, catch rates, and operations is communicated clearly and promptly to Site Managers, Majuro/Ebeye base, Captain, and crew (by radio or in person).</li> <li>• Nutritious daily meals are prepared and served to the crew on schedule.</li> <li>• Food supplies are used efficiently and hygienically, ensuring health and well-being of crew.</li> </ul>
6.2	<ul style="list-style-type: none"> <li>• Comply with newly established working procedures to ensure that cargo and passenger operations are effective and efficient. Main Activities: <ul style="list-style-type: none"> <li>○ Check receipts prior to loading cargo (Majuro/Ebeye Port)</li> <li>○ Check receipts prior to allowing passengers aboard (Majuro/Ebeye Port)</li> <li>○ Create a log manifest of all cargo and passengers to ensure fare collection is accountable</li> <li>○ During offloading double check cargo manifest to ensure that all cargo is accounted for</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cargo receipts are checked for accuracy prior to loading at Majuro/Ebeye ports.</li> <li>• Passenger receipts are verified prior to boarding to ensure fare payment.</li> <li>• All passengers and cargo from Outer Islands are paid for before boarding; no exceptions.</li> <li>• Payments for passengers and cargo from Outer Islands are collected directly by the vessel captain.</li> <li>• A complete log manifest of all cargo and passengers is created before departure.</li> <li>• Cargo manifests are double-checked during offloading to ensure all cargo is accounted for.</li> <li>• Log manifests are submitted with sales records upon arrival at Majuro/Ebeye port.</li> <li>• Manifests are accurate and allow for clear verification of fare collection and cargo/passenger accountability.</li> <li>• Cargo and passenger loading and offloading operations are conducted efficiently and in an organized manner.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ All passengers and cargo inbound from Outer Islands must be paid for prior to loading and boarding vessel; no exception</li> <li>○ All Passengers and cargo inbound from outer Islands shall be paid directly to the Vessel captain</li> <li>○ Must process receipts for all paid passengers and cargo</li> <li>○ Create a log manifest of all passengers and cargo and must be turned in with sales upon arrival at Majuro/Ebeye port. Manifest shall be used to clear all passengers and cargo, ensuring that fares are accountable and that all cargo are accounted for.</li> </ul>	<ul style="list-style-type: none"> <li>● Discrepancies in cargo, passenger counts, or payments are identified and resolved promptly.</li> <li>● Procedures are followed consistently to prevent delays, miscounts, or errors in documentation.</li> <li>● Activities adhere strictly to newly established working procedures.</li> <li>● Documentation of payments, receipts, and manifests is complete, accurate, and auditable.</li> <li>● Accountability measures are enforced to ensure financial integrity and operational transparency.</li> </ul>
6.3	<ul style="list-style-type: none"> <li>● Comply with newly established working procedures to ensure that fish collection operations are effective and efficient. Main Activities: <ul style="list-style-type: none"> <li>○ Monitor the distribution of ice</li> <li>○ Complete fuel logs to verify fuel sales</li> <li>○ Sort out fish products personally to effectively implement size limits and avoid purchasing sub quality fish products</li> <li>○ Passenger and Cargo revenues are directly collected by Captain and crew</li> <li>○ Verify all fish product purchases</li> <li>○ Stow and ice fish products into vessel fish hold</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Ice distribution is monitored effectively to ensure fish products are adequately preserved.</li> <li>● Ice supply is managed efficiently, preventing shortages during operations.</li> <li>● Fuel logs are accurately completed to verify all fuel sales and usage.</li> <li>● Discrepancies in fuel records are identified and resolved promptly.</li> <li>● Fish products are personally sorted to ensure compliance with size limits and quality standards.</li> <li>● Sub-quality or undersized fish products are excluded from purchase.</li> <li>● All fish product purchases are verified for quantity, size, and quality before acceptance.</li> <li>● Passenger and cargo revenues are collected directly by the Captain and crew in accordance with procedures.</li> <li>● Receipts and payment records are accurate, complete, and submitted for verification.</li> <li>● Fish products are correctly stowed and iced in the vessel fish hold to maintain quality and prevent spoilage.</li> <li>● Storage procedures comply with operational guidelines and safety standards.</li> </ul>
6.13	<p><b>Other duties:</b></p> <ul style="list-style-type: none"> <li>● Perform other related duties as directed by the Director, Deputy</li> </ul>	

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	Director or Chief of Coastal Fisheries Division	
7	<b>Reports Directly to:</b>	Boat Captain
8	<b>Person Specification for this Post:</b>	
8.1	<b>Role Related Skills/Capacity:</b>	<ul style="list-style-type: none"> <li>The incumbent must have proficient knowledge in the following areas: <ul style="list-style-type: none"> <li>Some boat handling and navigational skills</li> <li>Excellent maintenance engineering and technical / troubleshooting experience</li> <li>Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.</li> </ul> </li> <li>The incumbent must be able to demonstrate the following skills: <ul style="list-style-type: none"> <li>Operation and Control - Controlling operations of equipment or systems to perform steering watches.</li> <li>Operation Monitoring - Watching gauges, dials, or other indicators to make sure a machine is working properly.</li> <li>Vessel Maintenance - Performing routine maintenance on Vessel structure and determining when and what kind of maintenance is needed.</li> <li>Effective Communication skills.</li> <li>Coordination skills</li> <li>Troubleshooting - Assist Engineer determining causes of operating errors and deciding best course of action.</li> <li>Time Management - Managing one's own time and the time of others.</li> <li>Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance</li> </ul> </li> </ul>
8.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>Good Communicating skills</li> <li>Motivating, developing, and directing skill</li> </ul>
8.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Glare sensitivity – the ability to see objects in the presence of glare or bright lighting</li> <li>Near and Far Vision</li> <li>Ability to remain calm and give directions in an emergency situation</li> <li>The incumbent must also demonstrate the following personal attributes: <ul style="list-style-type: none"> <li>Honest and trust worthy</li> <li>Respectful</li> <li>Possess cultural awareness and sensitivity</li> <li>Flexible</li> <li>Demonstrate solid work ethics</li> </ul> </li> </ul>
8.4	<b>Education:</b>	<ul style="list-style-type: none"> <li>The incumbent would normally attain the required knowledge and skills through a certain number of years of seagoing experience and must pass the written test administered by the Ministry of Transportation. Equivalencies will be considered.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Some basic education or maritime training/license/seamanship skills</li> </ul>
8.5	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Fiberglass work</li> <li>• Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</li> <li>• Control Precision - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.</li> <li>• Oral Expression - The ability to communicate information and ideas in speaking so others will understand.</li> <li>• Written Comprehension - The ability to read and understand information and ideas presented in writing.</li> <li>• Far Vision - The ability to see details at a distance.</li> <li>• Ability to remain calm in an emergency situation</li> <li>• Control Precision - The ability to quickly and repeatedly adjust the controls of a machine as needed</li> <li>• Time Sharing - The ability to shift back and forth between two or more activities or sources of information.</li> </ul>
9	<b>Endorsement:</b>	
9.1	<b>MIMRA Executive Director</b>	<p><b>Name:</b> Glen Joseph</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> ..... Oct. 14<sup>th</sup> 25</p>
9.2	<b>Boat Deckhand</b> (I certify that I have read and fully understand the responsibilities assigned to this position)	<p><b>Name:</b> .....</p> <p><b>Sign:</b> .....</p> <p><b>Date:</b> .....</p>

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