

REGIMENTAL & SHIP RATE JOB DESCRIPTIONS

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APPENDIX I

REGIMENTAL & SHIP RATE JOB DESCRIPTIONS

The following job descriptions summarize the general nature of work performed by the midshipman holding this rate. They are not an exhaustive list of all responsibilities, duties, and skills required of the midshipman so classified.

REGIMENTAL JOB DESCRIPTIONS

Job Title: Regimental Commander (RC)

Reports to: Commandant of Midshipmen

General Summary: Is the ranking midshipman who commands the regiment.

Essential Job Functions:

1. Under the supervision of the Commandant, carries out the policies of the President and Board of Trustees.
2. Maintains the Regiment in the highest possible state of efficiency in the areas of military smartness, welfare, discipline and coordination of the daily routine.
3. Operates the regiment in conformity with the standards and requirements of ISO/ISM and STCW.
4. Meets with the Commandant and staff on a regular basis.
5. Conducts regularly scheduled meetings with key regimental and company staff.
6. Participates in Commandant's hearings and the Academy Disciplinary Board and is the alternate member for the Academy's Unified Alcohol Board.
7. Participates in the rate selection committee for the screening of new Regimental rates.
8. Keeps the Commandant and self informed of the state of the Regiment.
9. Tracks and maintains files on the Honor Company Competition for the Regiment.

Requirements, Knowledge, Skills, Abilities

1. Required to participate in the next training cruise if the RXO is not.
2. Required to complete rate training and attend the leadership conference.
3. Required to live on campus.
4. Required to maintain the highest standard of personal appearance and ethical behavior
5. Required to maintain confidentiality of sensitive information
6. Knowledge of regimental policies and procedures
7. Knowledge of Academy resources and their locations
8. Knowledge of ISO/ISM and STCW helpful.

9. Skill in delegating tasks to subordinates
10. Ability to maintain a 2.3 or higher grade point average.
11. Ability to communicate effectively with supervisors and subordinates, as well as the external community.

(RC cont.)

12. Ability to manage time effectively.
13. Ability to lead regimental staff in planning operations and solving problems.
14. Ability to make and support decisions.

Education and Experience

Command experience helpful, completion of freshman cruise, and cadet shipping or two co-ops (for non-license majors). Previous or concurrent human resource management course work desirable.

Job Title: Regimental Executive Officer (RXO)

Reports to: Regimental Commander

General Summary: Second in command of the regiment with primary responsibility for its conduct, discipline, and military smartness. Chief regimental staff officer.

Essential Job Functions

1. Works closely with the Assistant Commandant in matters of discipline and sanctions for infractions of the Regimental rules and policies.
2. Participates in major infraction hearings (class I or II's) and disciplinary review boards.
3. Primary regimental student member on the Academy's Unified Alcohol Board.
4. Conducts appeals mast for class III infractions.
5. Coordinates and oversees the work of company executive officers.
6. Responsible for the administration of the restriction program.
7. Assists the Regimental Auditor in documenting and auditing departmental processes/procedures.
8. Meets regularly with the Regimental Commander and keeps him/her informed of the normal day to day operations of the Regiment.
9. Audits the Regimental Finance Officer and the Regimental budget quarterly.

Requirements, Knowledge, Skills, Abilities

1. Required to participate in the next training cruise if the RC is not.
2. Required to complete rate training and attend the leadership conference.
3. Required to live on campus.
4. Required to maintain the highest standard of personal appearance and ethical behavior.
5. Knowledge of regimental policies and procedures.
6. Knowledge of ISO/ISM and STCW helpful.
7. Ability to maintain a 2.3 grade point average
8. Ability to make fair and rational decisions.
9. Ability to maintain the confidentiality of sensitive information
10. Ability to follow established procedures.
11. Ability to effectively communicate regimental requirements to midshipmen.

Education and Experience:

Completion of freshman cruise and cadet shipping or two co-ops (if in non-license major).
Previous command or mast yeoman experience helpful.

Job Title: Regimental Operations Officer (ROO)

Reports to: Regimental Executive Officer/Staff Training Officer

General Summary: Third in command of the Regiment, responsible for all operational evolutions assigned to the Regiment, and executes the function of regimental training officer.

Essential Job Functions

1. Plans and conducts Regimental Preparatory Training.
2. With the assistance of the Commandant's staff supervises the selection and training of Midshipman Training Officers.
3. Identifies needs and requirements of the Regiment.
4. Assists in planning Rate Training for succeeding regimental and company rates.
5. Plans and administers the Honor Company competition.
6. Assists the regimental auditor in documenting and auditing departmental processes/procedures.
7. Develops plans for all special operations, events, activities and formations (i.e. HomeComing, Family Weekend, Dean's List Awards, Master's List Awards, Cadet Shipping Awards, etc.)

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the leadership conference.
2. Required to live on campus.
3. Knowledge of regimental policies and procedures.
4. Knowledge of ISO/ISM and STCW helpful.
5. Knowledge of methods of training personnel.
6. Skill in delegating tasks to subordinates.
7. Ability to maintain a 2.3 or higher grade point average.
8. Ability to maintain the highest standard of personal appearance and ethical behavior.
9. Ability to effectively communicate regimental requirements to midshipmen.
10. Ability to organize multiple projects simultaneously.
11. Ability to effectively evaluate MUG, MTO, and operational performance.

Education and Experience

Two years Midshipman Training Officer experience. Completion of cruise helpful, but not required.

Job Title: Regimental Adjutant (RADJ)/Document Control Officer

Reports to: Regimental Executive Officer

General Summary: Responsible for the overall administrative management of the regiment.

Essential Job Functions

1. Supervises company adjutants and the operation of the yeoman office.
2. Responsible for promulgation of the MCDO rotation, company watch rotation, watch bills, and plan of the day (both on paper and on-line).
3. Oversees Regimental watch organization to ensure that each Company Adjutant is posting their company's watch bill in accordance with the Regimental Manual and that the watches are evenly rotated and distributed through each watch station by class.
4. Responsible for implementing and maintaining documentation relating to ISO/ISM and STCW.
5. Maintains record of current year's plan of the day.
6. Assists the regimental auditor in documenting and auditing departmental processes/procedures.
7. Maintains adequate available supply and inventory of required forms, supplies, and equipment.
8. Responsible for training yeoman for the academic year and selecting yeoman for cruise.
9. Promulgates all information as directed by the RC.
10. Maintains the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the leadership conference.
2. Ability to maintain a 2.3 or higher grade point average.
3. Required to participate in the next training cruise.
4. Knowledge of regimental policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of written communication formats, business, English, and composition.
7. Skill in operating a personal computer
8. Skill in operating various office equipment.
9. Ability to follow established procedures.
10. Ability to proof read documents for content and accuracy.
11. Ability to supervise subordinates.

Education and Experience

Two years yeoman experience. Previous command experience helpful. Previous or concurrent human resource management course work desirable.

Job Title: Regimental Master at Arms (RMAA)

Reports to: Regimental Executive Officer

General Summary: Responsible for the cleanliness and sanitation of all spaces and passageways assigned to the Regiment in the Residence Hall, adjoining buildings and grounds, and the training ship.

Essential Job Functions:

1. Supervises and oversees the company Master at Arms.
2. Responsible for proper posting of cleaning station areas/zones and supervisor bills on company bulletin boards ashore and at sea.
3. Plans and executes the training of Company Masters at Arms, cleaning station supervisors, and assigned personnel.
4. Responsible for the administration of the extra duty program.
5. Forwards documentation of completed extra duty to appropriate Company Officer for documentation and filing.
6. Keeps the Director of Residence Life and Public Works Director briefed on all aspects of the Curtis Hall and adjoining grounds cleaning operation.
7. Maintains proper supply and equipping of cleaning gear lockers ashore and at sea.
8. Has the authority to call and conduct field days with the approval of the Commandant or Assistant Commandant.
9. Assists the regimental auditor in documenting and auditing departmental processes.
10. Ensures assigned personnel comply with prescribed safety and HAZMAT policies.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the leadership conference.
2. Required to participate in the next training cruise.
3. Knowledge of regimental policies and procedures.
4. Knowledge of ISO/ISM and STCW helpful.
5. Knowledge of proper cleaning and sanitation techniques.
6. Knowledge of safety and HAZMAT policies.
7. Detailed knowledge of the training ship and residence hall layout.
8. Skill in scheduling human resources to meet operational needs.
9. Ability to maintain a 2.3 or higher grade point average.
10. Ability to manage time effectively.
11. Ability to supervise subordinates.
12. Ability to effectively communicate necessary knowledge, skills, and abilities to subordinates.
13. Ability to demonstrate leadership by successfully motivating subordinates to accomplish unpleasant tasks with pride.

Education and Experience

Previous cleaning station supervisor and trainer experience.

Job Title: Regimental Auditor (RAUD)

Reports to: Regimental Commander

General Summary: Responsible for the overseeing of all aspects of Regimental compliance with ISO/ISM certification standards and STCW requirements..

Essential Job Functions:

1. Required to participate in the next training cruise.
2. Plans, implements, and documents Regimental process control systems.
3. Plans and conducts internal audits of Regimental processes.
4. Keeps the Regimental Commander informed of discrepancies in proper process implementation.
5. Plans and conducts skill level appropriate training of all midshipmen in the purpose and methods of ISO/ISM and STCW.
6. Supervises the work of Company Auditors.
7. Audits company, platoon morning muster and turns audit into the Company Officer.

Requirements, Knowledge, Skills, Abilities:

1. Required to complete rate training.
2. Knowledge of Regimental policies and procedures
3. Knowledge of ISO/ISM certification requirements and procedures, and STCW requirements.
4. Skill in the use of a personal computer and word processing program.
5. Ability to maintain the highest standard of ethical behavior.
6. Ability to maintain a 2.3 or higher grade point average.
7. Ability to organize existing and proposed processes in a logical, written format.
8. Ability to effectively communicate both verbally and in writing.
9. Ability to evaluate process documentation and identify discrepancies with the established procedure
10. Ability to effectively organize and supervise the work of others.

Education and Experience

Instruction or experience in ISO/ISM and STCW helpful.

Job Title: Regimental Public Relations Officer (RPRO)

Reports to: Regimental Executive Officer

General Summary: Responsible for promoting a positive public image of the Regiment to the Academy and external community.

Essential Job Functions:

1. Regimental liaison with the Academy's public relations office, "Trick's End", "Campus Connection", and Admissions.
2. Develops and submits newsworthy articles and photographs of Regimental activities, particularly cruise ports, to Academy public relations office, "Trick's End", and "Campus Connection" on a timely basis.
3. Coordinates Regimental participation in, and attends Admissions open houses.
4. Assists Regimental Auditor in documenting and auditing departmental processes.
5. Maintains and updates the Regimental Web Page.
6. Works with "Trick's End" editor and advisor in submitting and laying out the Regimental sections for inclusion in the publication.
7. Works as liaison between regimental students and Trick's End Editor.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training.
2. Ability to maintain a 2.3 or higher grade point average.
3. Required to participate in the next training cruise helpful but not required.
4. Required to attend admissions open houses.
5. Knowledge of Regimental policies and procedures.
6. Knowledge of ISO/ISM and STCW.
7. Knowledge of yearbook or newsletter production processes.
8. Skill in crafting timely and effective Regimental new releases.
9. Skill in Web Page management.
10. Ability to take prints worthy photographs.
11. Ability to effectively communicate verbally and in writing.
12. Ability to operate a computer and word processing program.
13. Ability to recruit midshipman who will represent the Regiment effectively at Admissions open houses.

Education and Experience

Previous yearbook or newsletter production experience. Previous or concurrent marketing course desirable.

Job Title: Regimental Morale Officer (RMO)

Reports to: Regimental Executive Officer

General Summary: Primary responsibility is to maintain the overall morale of the Regiment of Midshipmen by planning and organizing events and activities to enhance their morale..

Essential Job Functions:

1. Works closely with the Assistant Commandant and the Regimental Staff to assist in organizing and developing plans for special operations, events, activities and formations (i.e., Home Coming, Family Weekend, etc.).
2. Responsible for documenting GA's (good appearance) and keeping Regimental and Company Staffs apprised of such data.
3. Plans and administers the Honor Company competition.
4. Identifies midshipman morale needs and requirements of the Regiment.
5. Meets regularly with the Regimental Executive Officer and keeps him/her informed of the morale of the Regiment.
6. Responsible for assisting in procuring movies and creating a schedule for the viewing of these movies while on cruise.
7. Responsible for organizing and developing plans for special events and intramural activities, (i.e., weekend events, tournaments, fundraisers, etc.).
8. Prepares an event calendar at the beginning of each semester to ensure that these events are properly worked out.
9. Works closely with student government and the Director of Student Affairs with the selections of weekend/special events during the academic year.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training.
2. Required to live on campus.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Required to participate in the next training cruise.
5. Knowledge of regimental policies and procedures.
6. Knowledge of ISO/ISM and STCW helpful.
7. Ability to maintain a 2.3 grade point average.
8. Ability to make fair and rational decisions.
9. Ability to maintain the confidentiality of sensitive information.
10. Ability to follow established procedures.
11. Ability to effectively communicate regimental requirements to midshipmen.
12. Ability to organize multiple projects simultaneously.
13. Ability to conduct special events coordinators.
14. Ability to have good time management skills, to ensure that events are properly planned and organized.
15. Must be able to survey midshipmen in order to select events that will keep the morale up within the Regiment.

Education and Experience

Completion of freshman cruise and cadet shipping required.

Job Title: Company Commander (CC)

Reports to: Regimental Commander/Company Officer

General Summary: Is the ranking midshipman who exercises the command function in the assigned company. Is responsible for all aspects of the smooth and proper functioning of the company, and for the welfare of all company midshipmen.

Essential Job Functions:

1. Implements academy and regimental policies as established by higher authority.
2. Upholds by example the highest standard of self-discipline, personal appearance, and ethical behavior.
3. Responsible for the overall appearance of their company and assigned spaces. Conducts daily inspections to ensure compliance with Academy, Regimental, and ship policies.
4. Nominates to the Company Officer a slate of company rate candidates.
5. Attends regimental staff meetings and other events as required.
6. Supervises company Midshipman Training Officers in their execution of Regimental Preparatory Training.
7. Assists the regimental auditor in documenting and auditing departmental processes.
8. Interviews successor rate candidates.
9. Conducts company staff meetings as necessary to review the status of their assigned work and offer any necessary assistance as needed.
10. Ensures the dissemination of information to assigned personnel.
11. Keeps RC and self informed of the state of the assigned company.
12. Ensures completion of assigned personnel training requirements.
13. Responsible for accountability of all assigned Midshipmen.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the leadership conference.
2. Required to participate in the next training cruise if the CXO is not.
3. Required to maintain the confidentiality of sensitive information.
4. Knowledge of regimental and academy policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of academy resources and their locations.
7. Skill in delegating tasks to subordinates.
8. Skill in managing multiple priorities.
9. Ability to maintain a 2.3 or higher grade point average.
10. Ability to communicate effectively with supervisors and subordinates.
11. Ability to make fair and rational decisions.

Education and Experience

Previous command experience as a Platoon Leader or MTO. Previous or concurrent human resource management course work desirable.

Job Title: Company Executive Officer (CXO)

Reports to: Company Commander

General Summary: Second in command of the company, primarily responsible for the discipline, conduct, and military smartness of the company.

Essential Job Functions:

1. Conducts company mast for minor infractions (Class III) each week of the semester excluding finals week; schedules and participates in major infraction hearings (Class I and II) and Disciplinary Review Boards.
2. Posts the mast list at least two class days prior to the scheduled mast on the company board in the Commandant's Foyer, then announces at quarters the date, time, and location of the mast. He/she will ensure this information is also placed in the POD.
3. Passes out Class III infractions to midshipmen for signatures.
4. Works with the Regimental Executive Officer to schedule masts for major infractions so that they may be adjudicated within two weeks of the offense.
5. Selects, trains, and supervises a mast yeoman.
6. Assists the auditor and regimental executive officer in documenting and auditing departmental processes.
7. Maintains accurate records of demerits and issues extra duty to Midshipmen.
8. Works closely with the Regimental Executive Officer and Company Officer.
9. Oversees and ensures that the Company Master-at-Arms properly carries out cleaning stations and extra duty assignments.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the leadership conference.
2. Required to participate in the next training cruise if the CC is not.
3. Required to maintain the highest standard of personal appearance and ethical conduct.
4. Required to maintain the confidentiality of sensitive information.
5. Knowledge of regimental policies and procedures.
6. Knowledge of ISO/ISM and STCW.
7. Skill in initiating and developing a line of questioning to elicit factual information and illuminate training points.
8. Ability to maintain a 2.3 or higher grade point average.
9. Ability to make fair and rational decisions.
10. Ability to follow established procedures.
11. Ability to critically evaluate midshipman performance and compliance with regimental regulations.
12. Ability to effectively communicate regimental requirements to midshipmen.

Education and Experience

Platoon Leader or mast yeoman experience helpful.

Job Title: Mast Yeoman

Reports to: Company Executive Officer

General Summary: Administrative Assistant to the Company Executive Officer

Essential Job Functions:

1. Follows the “Company Mast Procedure” as established.
2. Compiles a list of all absences from Morning Quarters muster sheets, including dates and any other Class III infractions to be included on the mast list.
3. From provided documents, determines those absences, which are excused.
4. Absences determined to be unexcused and other documented offenses committed since the last mast is entered on the “Mast List” form.
5. Mast materials are submitted to the Company Executive Officer in a timely fashion.
6. Attends company masts and records proceedings as directed by the Company Executive Officer.
7. Works with the Company Officer as required in filing non-sensitive information into Regimental Students Files.

Requirements, Knowledge, Skills, Abilities

1. Required to maintain the highest standard of personal appearance and ethical behavior.
2. Required to maintain the confidentiality of sensitive information.
3. Required attention to detail and accurate transcription.
4. Knowledge of Academy and Regimental regulations and policies.
5. Ability to write legibly and be computer literate.
6. Ability to meet deadlines.

Education

Previous clerical experience desired.

Job Title: Company Adjutant (CADJ)/Company Document Control Officer

Reports to: Company Executive Officer/Regimental Adjutant

General Summary: Third in Command of the company. Responsible for the overall administrative management of the company.

Essential Job Functions:

1. Maintains an accurate roster of midshipmen assigned to the company alphabetically by class and by major.
2. Ensures that the watch bill and duty assignments are made up and posted properly and timely, and ensure that midshipmen are being rotated evenly through watch cycles and assigned on a fair and impartial basis.
3. Will verify the actual watch bills with the Commandant's Admin Assistant monthly to ensure that all midshipmen assigned have physically stood their assigned watch.
4. Selects, trains and supervises the company yeoman and assistant adjutant staff.
5. Ensures that company bulletin boards are kept orderly and up to date.
6. Assists the auditor in documenting and auditing departmental processes.
7. Works closely with the Company Officer to ensure that all midshipmen eligible to stand watches are being rotated through the watch process.
8. Maintains the highest standard of personal appearance and ethical behavior.
9. Keeps Company Commander informed of the status of administrative functions and performance of assigned personnel.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training.
2. Required to participate in the next training cruise.
3. Knowledge of regimental policies and procedures.
4. Knowledge of ISO/ISM and STCW.
5. Knowledge of written communication formats, business English, and composition.
6. Skill in operating a personal computer and operating various office equipment.
7. Ability to maintain a 2.3 or higher grade point average.
8. Ability to effectively organize human resources to meet operational requirements.
9. Ability to proofread documents for accuracy and content.
10. Ability to organize work and records effectively.
11. Ability to supervise subordinates.

Education and Experience

Yeoman and assistant adjutant experience. Previous or concurrent course work in human resource management helpful.

Job Title: Assistant Adjutant

Reports to: Company Adjutant

General Summary: Administrates the even and equitable distribution of watches for the assigned class of midshipmen.

Essential Job Functions:

1. Assigns watches to the assigned class of midshipmen.
2. Ensures that assigned midshipmen are equitably assigned to watches with regard to watch station, watch hours, weekend watches, and number of watches stood.
3. Ensures that watch bills are completed and submitted to the Company Adjutant in a timely fashion, such that said Adjutant has adequate time to review the work and submit the Company Watch Bill in a timely fashion.
4. Maintains a record of the watches actually stood by the assigned midshipmen.
5. Will on a monthly basis verify with the Company Adjutant that midshipmen assigned to watches actually stood such watch.

Requirements, Knowledge, Skills, Abilities

1. Requires attention to detail.
2. Knowledge of Academy and Regimental regulations and policies.
3. Knowledge of watch bill formats.
4. Skill in synthesizing multiple requirements and watch bills.
5. Ability to write legibly or type.
6. Ability to organize diverse data into a functional format.
7. Ability to meet deadlines.

Education

Computer literacy helpful.

Job Title: Company Master At Arms (CMAA)

Reports to: Company Executive Officer/Regimental Master At Arms

General Summary: Responsible for the cleanliness and sanitation of all assigned company spaces in the dormitory, academy grounds, and on the training ship.

Essential Job Functions:

1. Assigns 3/C cleaning station supervisors and 4/C personnel within their company to cleaning station bill and/or zone.
2. Supervises cleaning station supervisors to ensure accountability for personnel and to ensure that the cleaning station areas and zones are cleaned.
3. Maintains an accurate and up to date cleaning station and supervisor bill on the company bulletin board.
4. Documents absences from XD duty musters and failed/missing cleaning stations.
5. Procures equipment for the company cleaning gear locker from the Regimental Master at Arms.
6. Assists in the training of cleaning station supervisors and personnel.
7. Assists the Regimental Master at Arms with general field days and XD's.
8. Administers the extra duty program as required.
9. Assists the auditor in documenting and auditing departmental processes.
10. Ensures compliance with prescribed safety and HAZMAT policies.
11. Maintains the highest standard of personal appearance and ethical behavior.
10. Verifies monthly that documentation of completed extra duty has been forwarded to the appropriate Company Officer for documentation and filing.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training
2. Required to participate in the next training cruise.
3. Knowledge of HAZMAT and safety policies and procedures.
4. Knowledge of ISO/ISM and STCW.
5. Knowledge of proper cleaning and sanitation techniques.
6. Skill in scheduling human resources to meet operational needs.
7. Ability to maintain a 2.3 or higher grade point average.
8. Ability to demonstrate leadership by successfully motivating subordinates to accomplish unpleasant task with pride.
9. Ability to supervise subordinates.
10. Ability to effectively communicate necessary knowledge, skills, and abilities to subordinates.

Education and Experience

Previous command and cleaning station supervisor experience.

Job Title: Company Auditor (CAUD)

Reports to: Company Commander/Regimental Auditor

General Summary: Responsible for overseeing all aspects of Company compliance with ISO/ISM certification standards and STCW requirements.

Essential Job Functions:

1. Plans, implements, and documents Company process control systems.
2. Plans and conducts internal audits of Company processes.
3. Keeps the Company Commander informed of any discrepancies in the proper process implementation.
4. Plans and conducts skill level appropriate training for all Midshipmen in the purpose and methods of ISO/ISM certification standards and STCW requirements.
5. Maintains the highest standard of personal appearance and ethical conduct.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training.
2. Knowledge of regimental policies and procedures.
3. Knowledge of ISO/ISM certification requirements and procedures and STCW requirements.
4. Ability to maintain a 2.3 or higher grade point average.
5. Skill in the use of a personal computer and word processing program.
6. Ability to organize existing and proposed processes in a logical, written format.
7. Ability to effectively communicate both verbally and in writing.
8. Ability to evaluate process documentation and identify discrepancies with the established procedure.

Education and Experience:

Instruction or experience in ISO/ISM and STCW desired.

Job Title: Platoon Leader (PL)

Reports to: Company Executive Officer

General Summary: Is the ranking midshipman, and exercises the command function in the assigned platoon.

Essential Job Functions:

1. Accounts for all assigned midshipmen on a daily basis.
2. Inspects assigned midshipmen on a daily basis to ensure a smart, professional appearance.
3. Is sensitive to the morale of the unit and keeps the Company Commander via the Company Executive Officer, informed of significant problems and complaints.
4. With the Company Commander nominates to the Company Officer a Squad Leader and Assistant Squad Leader for each assigned squad.
5. Supervises their assigned Squad and Assistant Squad Leaders.
6. Assists the Company Auditor in documenting and auditing department processes.
7. Ensures the dissemination of information to assigned personnel.
8. Keeps Company Commander and self informed of the state of the assigned platoon.

Requirements, Knowledge, Skills, Abilities

1. Ability to complete rate training.
2. Participation in cruise desired but not required.
3. Knowledge of regimental policies and procedures.
4. Knowledge of ISO/ISM and STCW.
5. Skill in delegating tasks to subordinates.
6. Ability to maintain the highest standard of personal appearance and ethical behavior.
7. Ability to accurately account for assigned personnel.
8. Ability to critically evaluate personal appearance of subordinates and provide needed correction.

Education and Experience

Squad Leader experience helpful.

Job Title: Squad Leader (SL)

Reports to: Platoon Leader

General Summary: Is the ranking midshipman, and exercises the command function in the assigned squad.

Essential Job Functions:

1. Implements Academy and regimental policies as established by high authority.
2. Takes an accurate muster of assigned midshipmen on a daily basis.
3. Reports any absences to the Platoon Leader.
4. Inspects assigned midshipmen for personal appearance on a daily basis to provide individual correction.

Knowledge, Skills, Abilities

1. Knowledge of regimental policies and procedures.
2. Ability to maintain the highest standard of personal appearance and ethical behavior
3. Ability to accurately account for assigned personnel.

Education and Experience

Completion of one semester in the Regiment of Midshipman, including Regimental Preparatory Training.

Job Title: Second Class Midshipman Training Officer (MTO)

Reports to: Company Commander (During RPT and up to Family Weekend works under the direction of the ROO. Works closely with the Company Officer.)

General Summary: The Second Class MTO exercises immediate command of the Company and all its movements during RPT, and supervises MUG/Fourth Class training.

Essential Job Functions:

1. Is the primary instructor who is responsible for meeting RPT objectives within the assigned Company.
2. Responsible for the welfare and performance of the MUGs and Third Class MTOs in the assigned company.
3. Conducts MUG Company formations and movements.
4. Stands assigned watches during and after RPT.
5. Trains MUGS in assigned skills and knowledge.
6. Conducts performance evaluations of MUGS assigned to the Company.
7. Provides “first contact” professional and personal counseling to MUGs.
8. Has on the spot verbal censure authority for MUGs.
9. Participates in Post-RPT debrief.

Requirement, Knowledge, Skills, Abilities

1. Required to have a minimum cumulative grade point average of 2.3 at the time of selection.
2. Required to complete MTO Training.
3. Required to maintain the highest standard of personal appearance and ethical conduct.
4. Knowledge of Regimental and Academy policies and procedures.
5. Knowledge of Academy facilities, programs, and personnel.
6. Skill in conducting watch duties and functions.
7. Skill in executing individual and group military drill movements.
8. Skill in inspecting personal and living spaces appearance.
9. Ability to effectively impart skills and knowledge to MUGs and Third Class MTOs.
10. Ability to effectively motivate individuals in a positive manner in a structured environment.
11. Ability to recognize threats to the physical and psychological well being of individuals assigned, and to address those threats appropriately.
12. Ability to accurately evaluate and communicate individual skill, ability, and competency levels.

Education and Experience

Must be of Second Class Regimental standing at the beginning of RPT. Must have successfully completed duty as Third Class MTO.

Job Title: Third Class MTO

Reports to: Company Commander, (Works under direction of Second Class MTOs and the ROO).

General Summary: Exercises immediate supervision of the assigned MUGs

Essential Job Functions:

1. Is the assistant instructor supporting the Second Class MTOs in meeting the objectives of RPT within the Company.
2. Responsible for the welfare and performance of the MUGs in the assigned Company.
3. Stands assigned watches during and after RPT.
4. Trains MUGs in assigned skills and knowledge.
5. Conducts performance evaluations of MUGs assigned to the Company.
6. Provides “first contact” professional and personal counseling to MUGs.
7. Has on the spot verbal correction authority for MUGs.
8. Participates in Post-RPT debrief.

Requirements, Knowledge, Skills, Abilities

01. Required to have a minimum cumulative grade point average of 2.0 at the time of selection.
02. Required to complete MTO Training.
03. Required to maintain the highest standard of personal appearance and ethical behavior.
04. Knowledge of Regimental and Academy policies and procedures.
05. Knowledge of Academy facilities, programs, and personnel.
06. Skill in executing individual military drill movements.
07. Skill in conducting watch duties and functions.
08. Skill in conducting cleaning stations.
09. Skill in inspecting personal and living space appearance.
10. Ability to effectively impart skills and knowledge to MUGs.
11. Ability to effectively motivate individuals in a positive manner in a structured environment.
12. Ability to recognize threats to the physical and psychological well being of individuals assigned, and to address those threats appropriately.
13. Ability to accurately evaluate and communicate individual MUG skill, ability, and competency levels.

Education and Experience

Must be of Third Class Regimental standing and have completed two semesters of study at Maine Maritime Academy at the beginning of RPT.

Job Title: Yeoman

Reports to: Regimental Adjutant/Commandant's Admin Assistant (on cruise)

General Summary: Administrative assistant to the Regimental Adjutant on campus and on the training cruise.

Essential Job Functions

1. Types, produces, distributes the plan of the day and puts it on-line.
2. Generates and types muster sheets and other lists as required.
3. Types maintenance, ISO/ISM, STCW, and other reports and documents as required.
4. On the training cruise works in the ship's office to assist in the day to day administration of ship's business.
5. While on cruise may assist in preparing documents for customs and immigration at each port.

Requirements, Knowledge, Skills, Abilities

1. Requires reliability, integrity, and accountability.
2. Requires accuracy and attention to detail.
3. Knowledge of watch rotation and watch bill formats.
4. Skill in the operation of a personal computer with word processing and database programs.
5. Ability to operate various office machinery, including copy machines, printers, paper cutter, etc.
6. Ability to follow instructions.
7. Ability to exercise initiative in accomplishing the general duties of the position.
8. Ability to execute basic administrative functions of typing, filing, document processing, etc.

Education and Experience

Clerical experience, skills, very desirable. Previous yearbook or office experience desired. Computer experience required.

Job Title: Drill Team (DT) Commander

Reports to: Regimental Commander/DT Company Officer

General Summary: Is the ranking Midshipman and exercises the command function in the Drill Team. Is responsible for all aspects of the smooth and proper function of the Drill Team.

Essential Job Functions:

1. Implements Academy and Regimental Policies as established by higher authority.
2. Upholds by example the highest standard of self-discipline, personal appearance, and ethical behavior.
3. Responsible for the overall appearance and accountability of the Drill Team, and conducts daily inspections to ensure compliance with Academy, Regimental and ship policies.
4. Interview successor rate candidates.
5. Nominates to the Drill Team Company Officer a slate of Drill Team rate candidates.
6. Attends Regimental staff meetings and other events as assigned.
7. Assists the Regimental Auditor in documenting and auditing departmental processes.
8. Ensures the dissemination of information to assigned personnel.
9. Keeps the RC and self informed of the state of the Drill Team.
10. Maintains the performance readiness of the Drill Team.
11. Directs the Drill Team to execute all ceremonial functions assigned, to include morning formations, funerals, parades, and other public performances.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the Leadership Conference.
2. Required to participate in the next training cruise if the CXO is not.
3. Required to maintain the confidentiality of sensitive information.
4. Knowledge of regimental and Academy policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of Academy resources and their locations.
7. Knowledge of basic manual of arms with rifles and trick drill routines.
8. Skill in delegating tasks to subordinates.
9. Skill in managing multiple priorities.
10. Ability to maintain a 2.3 or higher grade point average.
11. Ability to communicate effectively with supervisors and subordinates.
12. Ability to make fair and rational decisions.
13. Ability to teach trick drill and conduct performances.

Education and Experience

Membership in Drill Team of at least two academic years. Previous command experience helpful. Previous Drill experience essential. Previous or concurrent human resource course work desirable.

Job Title: Drill Team XO

Reports to: Drill Team Commander

General Summary: Second in command of the company, primarily responsible for the discipline, conduct, and military smartness of the company.

Essential Job Functions:

1. Conducts company mast for minor infractions each week of the semester excluding finals week; schedules and participates in major infraction hearings and Disciplinary Review Boards.
2. Posts the mast list at least two class days prior to scheduled mast and announces at Morning Quarters the date, time, and location of the mast.
3. Works with the Regimental Executive Officer to schedule masts for major infractions so that they may be adjudicated within two weeks of the offense.
4. Assists the auditor and regimental executive officer in documenting and auditing departmental processes.
5. Maintains accurate records of demerits and issues extra duty to Midshipmen.
6. Forwards documentation of completed extra duty to appropriate Company Officer for filing.
7. Works closely with the Regimental Executive Officer.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the Leadership Conference.
2. Required to participate in the next training cruise if the Drill Team Commander is not.
3. Required to maintain the confidentiality of sensitive information.
4. Knowledge of regimental policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of Academy resources and their locations.
7. Knowledge of basic manual of arms with rifles and trick drill routines.
8. Required to maintain the highest standard of personal appearance and ethical conduct.
9. Skill in initiating and developing a line of questioning to elicit factual information and illuminate training points.
10. Ability to maintain a 2.3 or higher grade point average.
11. Ability to make fair and rational decisions.
12. Ability to follow established procedures.
13. Ability to critically evaluate midshipman performance and compliance with regimental regulations.
14. Ability to effectively communicate regimental requirements to midshipmen.

Education and Experience

Member of the Drill Team for at least two academic years. Previous command experience helpful. Previous Drill Experience essential but not required.

Job Title: Drill Team Operations Officer

Reports to: Drill Team Commander

General Summary: Responsible for planning and executing all Drill Team performances.

Essential Job Functions:

1. Maintains a roster of all Drill Team members.
2. Assigns personnel to specific Drill Team performances, i.e. Color Guard, parades, funerals, etc.
3. Determines and makes provisions for material requirements for Drill Team performances.
4. Plans/choreographs Drill Team performances.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training.
2. Knowledge of ISO/ISM and STCW.
3. Knowledge of Academy resources.
4. Skill in event planning.
5. Ability to communicate effectively with superiors and subordinates.

Education and Experience

Membership in the drill team for a minimum of one academic year.

Job Title: Drill Team Armorer

Reports to: Drill Team Commander

General Summary: Responsible for the maintenance and accountability of all Drill Team equipment and rifles.

Essential Job Functions:

1. Maintains an accurate inventory and accountability of all Drill Team equipment and weapons by make, model and serial number.
2. Maintains the serviceability of Drill Team equipment and weapons.
3. Formally requests equipment and supplies as needed.
4. Maintains all weapons assigned to the Drill Team in a clean and serviceable condition.
5. Maintains the cleanliness and organization of the Drill Team storage and armory area.
6. Required to submit monthly to the Drill Team Company Officer an accountability check of all assigned functional and non-firing weapons.

Requirement, Knowledge, Skill, Abilities

1. Required to complete rate training.
2. Skill in maintenance and repair of flag equipment and assigned Drill Team weapons.
3. Ability to organize spaces, equipment, and disseminates information.

Education and Experience:

Membership in the Drill Team for a minimum of one academic year.

Job Title: Regimental Bandmaster

Reports to: Regimental Commander

General Summary: Is the ranking Midshipman and exercises the command function in the Regimental Band. Is responsible for all aspects of the smooth and proper functioning of the Regimental Band.

Essential Job Functions:

1. Implements Academy and Regimental policies as established by higher authority.
2. Upholds by example the highest standard of self-discipline, personal appearance, and ethical behavior.
3. Responsible for the overall appearance of the Band, and will conduct daily inspections to ensure compliance with Academy, Regimental, and ship policies.
4. Interviews successor rate candidates.
5. Nominates to the Band Company Officer a slate of unit rates.
6. Attends Regimental staff meetings and other events as assigned.
7. Assists the Regimental Auditor in documenting and auditing departmental processes.
8. Ensures the dissemination of information to assigned personnel.
9. Keeps the RC and self informed of the state of the Band.
10. Maintains the performance readiness of the Band.
11. Directs the Regimental Band in executing all ceremonial functions, i.e. morning formations, funerals, parades, and other public performances.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the Leadership Conference.
2. Participation in cruise is not essential.
3. Required to maintain the confidentiality of sensitive information.
4. Knowledge of Regimental and Academy policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of Academy resources and their locations.
7. Skill in delegating tasks to subordinates.
8. Skill in managing multiple priorities.
9. Ability to maintain a 2.3 or higher grade point average.
10. Ability to communicate with superiors and subordinates.
11. Ability to make fair and rational decisions.
12. Ability to read and play music.
13. Ability to conduct a band.

Education and Experience

Membership in the Regimental Band for a least two academic years. Previous command experience helpful. Previous band experience essential. Previous or concurrent human resource course work desirable.

Job Title: Band Executive Officer (XO)

Reports to: BandMaster

General Summary: Second in command of the company, primarily responsible for the discipline, conduct, and smartness of the company.

Essential Job Functions:

1. Conducts company mast for minor infractions each week of the semester excluding finals week; schedules and participates in major infraction hearings and Disciplinary Review Boards.
2. Posts the mast list at least two class days prior to scheduled mast and announces at Morning Quarters the date, time, and location of the mast.
3. Schedules masts for major infractions so that they may be adjudicated within two weeks of the offense.
4. Assists the auditor and regimental executive officer in documenting and auditing departmental processes.
5. Maintains accurate records of demerits and issues extra duty to Midshipmen.
6. Forwards documentation of completed extra duty to Band Company Officer for filing.
7. Works closely with the Regimental Executive Officer.

Requirements, Knowledge, Skills, Abilities

1. Required to complete rate training and attend the Leadership Conference.
2. Participation in cruise is not essential.
3. Required to maintain the confidentiality of sensitive information.
4. Knowledge of regimental policies and procedures.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of Academy resources and their locations.
7. Knowledge music and instruments.
8. Required to maintain the highest standard of personal appearance and ethical conduct.
9. Skill in initiating and developing a line of questioning to elicit factual information and illuminate training points.
10. Ability to maintain a 2.3 or higher grade point average.
11. Ability to make fair and rational decisions.
12. Ability to follow established procedures.
13. Ability to critically evaluate midshipman performance and compliance with regimental regulations.
14. Ability to effectively communicate regimental requirements to midshipmen.

Education and Experience

Member of the Band for at least two academic years. Previous command experience helpful.

Job Title: Band Librarian

Report to: Bandmaster

General Summary: Is responsible for all aspects in the maintaining of all Regimental Band music.

Essential Job Functions:

1. Catalogs and indexes music sheets for the Regimental Band.
2. Maintains an inventory of Band equipment and instruments.
3. Responsible for accountability of Band music, equipment, and instruments.
4. Responsible for the cleanliness and orderliness of Band storage and playing facilities.

Requirements, Knowledge, Skills, Abilities

1. Ability to organize space, sheet music, and information.

Education and Experience

Musical background preferred. Band member for at least one academic year.

Job Title: Cadet Master

Reports To: Regimental Commander, Master, T. V. State of Maine,

General Summary: The Cadet Master is the ranking midshipman aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Ship's Master, oversees all ship operations and coordinates the regimental interface with the training ship. Supports the Regimental Commander by enforcing regimental rules and regulations aboard the training ship.
2. Ensures that the Academy and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
3. Ensures that the Deck Department ship rates completely understand and are fulfilling their duties as described in the Job Descriptions and to the satisfaction of the ship's Master.
4. Responsible for working with the Cadet Chief Engineer to ensure all midshipmen participating on the upcoming training cruise are familiar with the ship and with their duties while on cruise.
5. Together with the Cadet Chief Engineer develops, coordinates and runs the 4/C pre-cruise ship familiarization program.
6. Develops, coordinates and runs the ship deck familiarization part of RPT Program.
7. Attends both Training Committee and Regimental Wedge meetings as scheduled.
8. Prepares the training ship's station bill, to include emergency and boat station muster bills and the printing of individual billet cards.
9. Works with the Regimental Commander on shipboard issues during cruise with particular emphasis on sanitation and hygiene inspections for berthing areas.
10. Meets regularly with members of the ship's crew, regimental staff, and training faculty prior to and during the cruise to be fully aware of shipboard activities.
11. Participates in scheduled emergency and boat drills by maintaining radio communication from the bridge with E Squad and by assisting in the coordination of muster taking and other duties that may be determined by the master.

Requirements, Knowledge, Skills, Abilities:

1. Required to complete rate training and attend the leadership conference.
2. Required to participate in the next training cruise.
3. Ability to maintain a 2.3 or higher grade point average.
4. Required to maintain the highest standard of personal appearance and ethical behavior.
5. Complete knowledge of the T.S. State of Maine's deck systems, cargo gear, line handling equipment, safety systems and equipment, emergency procedures and the operation of the Emergency Squad, and a full knowledge of the layout of the training ship and its decks and spaces.
6. Knowledge of shipboard and regimental policies and procedures.
7. Ability to supervise subordinates, delegate tasks, monitor multiple projects, and meet completion deadlines.

(Cadet Master, cont.)

8. Ability to communicate well with the ship's crew, the school's faculty and administration, and with members of the community.
9. Knowledge of ISO/ISM and STCW.
10. Must be able to commit to adequate time to fully execute these duties.

Education and Experience:

Completion of freshman cruise and cadet shipping is required. Previous command, managerial, and/or at sea experience is a strong advantage. Previous membership in Emergency Squad and significant involvement with activities on board the ship is required. Organizational and communication skills are essential.

Job Title: Cadet Chief Mate

Reports To: Chief Mate and Cadet Master

General Summary: The Cadet Chief Mate is the second highest-ranking midshipman aboard the ship in the Deck Department and is in charge of the Emergency Squad.

Essential Job Functions:

1. Under the supervision of the ship's Chief Mate handles all aspects of training and organization of the Emergency Squad.
2. Responsible for training, drilling, and equipping Emergency Squad before cruise.
3. Under the supervision of the ship's Chief Mate carries out ballasting operations as required during cruise.
4. Organizes and carries out routine and special maintenance projects prior to and during cruise.
5. During cruise meets with the ships' Chief Mate on a regular basis to review maintenance and Emergency Squad progress.
6. Under the supervision of the ship's Chief Mate will be the On Scene Leader for USCG required fire and emergency drills.
7. Direct supervision of the Cadet Second Mate, Cadet Third Mate and Cadet Bosun concerning matters of deck safety and maintenance.
8. Responsible for maintaining Emergency Squad equipment in proper working order and that equipment is ordered, purchased, and replaced as required.
9. Assists with the organization and operation of Ship Orientation for 4/C and 2/C as required.
10. Responsible for the ship's cleanliness and sanitation in conjunction with the Regimental Master at Arms.
11. Supervises cargo storage and handling including logistical support for the galley.

Requirements, Knowledge, Skills, Abilities:

1. Required to participate in the next training cruise.
2. Ability to maintain a 2.3 or higher grade point average.
3. Required to have completed all pre-requisites, academic and cruise, including rate training.
4. Knowledge of shipboard fire fighting procedures, sea survival, GMDSS.
5. Prior participation in Emergency Squad.
6. Ability to delegate tasks to subordinates.
7. Knowledge of equipment, tools, and procedures used in routine deck maintenance.
8. Able to manage time and multiple tasks effectively.
9. Able to operate all deck equipment.
10. Have a basic knowledge of hydraulic, electrical, fresh water, and salt water systems on board to ship.
11. Knowledge of ISO/ISM and STCW.

Education Experience:

Command experience helpful. Completion of freshman cruise and cadet shipping is required. Previous fire fighting, maritime, and/or construction experience is a strong advantage. An individual hoping to secure this rate would make him/herself known to the ship's crew and be willing to work long hours during the school year prior to cruise.

Job Title: Cadet Second Mate

Reports To: Master, Chief Mate, Cadet Master

General Summary: The Cadet Second Mate is responsible for ensuring that all charts and publications necessary for safe navigation are on board the training ship and in good order.

Essential Job Functions:

1. Responsible for ordering all charts and publications required for the upcoming training cruise.
2. The Cadet Second Mate must also ensure that all charts and publications are fully updated from the Notices to Mariners.
3. An accurate and complete inventory of all charts and publications must be maintained.
4. Meets on a regular basis with the Master and Cadet Master to discuss the planned cruise passages, navigation routes and waypoints to be used.
5. Responsible also for the maintenance of the bridge and Cadet Nav Lab navigational equipment prior to cruise.
6. Must organize 2/C and 4/C and delegate tasks to accomplish these duties both prior to and during the training cruise.

Requirements, Knowledge, Skills, Abilities:

1. Successful completion of freshman cruise and cadet shipping.
2. Thorough knowledge of chart and publication correcting.
3. Full knowledge of chart symbols, abbreviations, notations, etc. and how to look up information not easily identifiable.
4. Knowledge of various navigation and Pilotage publications.
5. Organizational skills and attention to detail are also required.
6. Full knowledge of all navigational equipment on the ship.
7. A firm understanding of navigation and piloting principles and practices.

Education and Experience:

Prior experience with chart and publication ordering and correction is a strong advantage. Such experience can be gained by voluntary work on board the training ship during the Fall Semester. The individual who holds the Cadet Second Mate rate must be willing and able to spend the time required to fulfill the duties of this position.

Job Title: Cadet Third Mate

Reports To: Master, Chief Mate, Cadet Master and Cadet Chief Mate

General Summary: The Cadet Third Mate is the Cadet Safety Officer on board The TS State of Maine.

Essential Job Functions:

1. Ensuring that the Chief Cox'n is properly organizing, training, and drilling all lifeboat and rescue boat crews.
2. Monitoring maintenance performed on all lifeboats and rescue boats and also on associated davits, winches, controls, etc.
3. Ensuring that all boats are properly provisioned and equipped in accordance with USCG regulations.
4. Ensuring that all boat drills are conducted in an orderly and efficient manner and in full compliance with USCG regulations.
5. Ensure proper checklists are in place for all equipment maintained and operated.
6. Meet regularly with the Chief Mate to discuss the status of our lifeboat and rescue boat maintenance and of boat crew performance during drills.
7. Conduct boat drills on a weekly basis prior to cruise.
8. Assist the Cadet Chief Mate with the organization, training, and drilling of the ship's Emergency Squad.
9. Assist the Cadet Master with the inventory and distribution of PFDs, TPAs, and survival suits.

Requirements, Knowledge, Skills, Abilities:

1. Full knowledge of all procedures and regulations concerning the launching and retrieval of the training ship's lifeboats and rescue boats.
2. Full knowledge of the electrical, hydraulic, and mechanical equipment used for boat drills.
3. Full knowledge of the TS State of Maine's fire control systems, fire detection systems, fire pump controls and locations, ventilation and fuel shutdown controls, and all other equipment used in emergency situations.
4. Complete knowledge of the operations of the ship's E Squad, and the ability to assume the On Scene Leader function in the absence of the Cadet Chief Mate.
5. Awareness of ISO/ISM regulations.
6. Must be capable of delegating duties as required and monitoring a wide range of activities prior to and during the training cruise.

Education and Experience:

Successful completion of freshman cruise and of cadet shipping is required. Previous maritime and/or safety and fire fighting experience is an advantage. The midshipman holding this rate must be prepared to spend significant amounts of time on board the training ship prior to the commencement of cruise.

Job Title: Cadet Safety, Security, Compliance, & Training Officer

Reports To: Ship's Master, Chief Mate, Supply Officer, Cadet Master

General Summary: The Cadet SSCT officer is responsible in assisting with the readiness, supply, compliance, and training with respect to all aspect of audits, regulations, safety procedures and training assistance on board The TS State of Maine.

Essential Job Functions:

1. Using a computer program to monitor all goods ordered as well as those on board.
2. Conducting physical inventories of the Cosal and other stores areas.
3. Training functions with specific programs: PC-SAL, and ABS SafeNet.
4. Conduct safety Audits and insuring proper gear maintenance.
5. Conduct Security assessments and assist with Cruise Security in ports. Review and prepare port specific information and review check sheets.
6. Meets regularly with the Ship's officers prior to and during cruise to assist with duties as required.

Requirements, Knowledge, Skills, Abilities:

1. Successful completion of freshmen cruise and cadet shipping required.
2. Knowledge of computer programs essential.
3. Knowledge of the TS State of Maine's store areas, purchasing procedures, and inventory control system.
4. Knowledge of ABS SafeNet.
5. Knowledge of ISO/ISM and STCW.
6. Knowledge of HAZMATS and MSDS sheets.
7. Be able to assemble information for safety/security presentations and to train peers.

Education and Experience:

The Cadet SSCT Officer must be willing and able to spend time with the TS State of Maine's Supply Officer, Chief Mate and Master prior to cruise, becoming fully familiar with the duties of this rate. Any prior experience with safety, security, training or supply would be helpful.

Job Title: Cadet Communications Officer

Reports To: Master, Communications Officer, Cadet Master

General Summary: The Cadet Communications Officer is responsible for the maintenance and operation of shipboard communications equipment.

Essential Job Functions:

1. Tests for the proper operation of all communication equipment prior to and during the training cruise.
2. Is responsible for the radio communications log.
3. Assists the Communications Officer as required with the transmission of messages from the ship and also the receipt of incoming communications.
4. Maintains a maintenance log on all communication equipment.
5. Assists with the training of 2/C and 4/C on the use of GMDSS equipment.
6. Ensures signal flags and pennants are in good order.
7. Works with the Cadet Second Mate to ensure publications relating to radio communications and GMDSS equipment is current.

Requirements, Knowledge, Skills:

1. Knowledge of all communication equipment on board the training ship.
2. Knowledge of GMDSS requirements and regulations.
3. Successful completion of all academic requirements with a particular awareness of subjects covered in Marine Communications and how our ship's GMDSS station can be used for further training.
4. Ability to explain the various functions and operations of our GMDSS equipment.

Education and Experience:

Successful completion of freshman cruise and cadet shipping is required. Previous knowledge of communications equipment helpful. Willingness to spend time learning the operation of all equipment on the bridge and in the cadet Navigation Lab is essential to performing the duties of this rate.

Job Title: Cadet Storekeeper

Reports To: Ship's Supply Officer, Cadet Master

General Summary: The Cadet storekeeper is responsible in assisting with the requisition, supply, inventory, and disbursement of all goods on board the TS State of Maine.

Essential Job Functions:

1. Using a computer program to monitor all goods ordered as well as those on board.
2. Conducting physical inventories of the Cosal and other stores areas.
3. Working with the Supply Officer on a regular basis to assist with requisitions and inventory control.
4. Keeping all stores areas in good order and ensuring items are stored in locations as listed in the computer files.
5. Provides input to the Supply Officer on improved stores and inventory procedures and practices.
6. Meets regularly with the supply officer prior to and during cruise to assist with stores duties as required.

Requirements, Knowledge, Skills, Abilities:

1. Successful completion of freshman cruise and cadet shipping required.
2. Knowledge of computer programs essential.
3. Knowledge of the TS State of Maine's stores areas, purchasing procedures, and inventory control systems.
4. Knowledge of the various suppliers used by the ship and of the types of products required for the cruise.
5. Some knowledge of the business of shipping, customs and immigration procedures and of special requirements individual countries on our cruise itinerary might have with regards to sailing in their waters.
6. Knowledge of ISO/ISM and STCW.
7. Knowledge of HAZMATS and MSDS sheets.

Education and Experience:

The Cadet storekeeper must be willing and able to spend time with the TS State of Maine's Supply Officer prior to cruise becoming fully familiar with the duties of this rate. Prior purchasing, stores, or business experience is an advantage.

Job Title: Cadet Bosun Mate

Reports To: Cadet Chief Mate, Ship's Assigned Mates

General Summary: The Cadet Bosun is the senior deck rate dedicated to maintenance and deck operations.

Essential Job Functions:

1. Must participate in the next training cruise.
2. Maintain in good order the various lockers used by the deck department for the stowage of deck gear and tools.
3. Maintain an inventory of deck tools including a system for accountability of deck equipment taken from lockers.
4. Work with the Mates and other members of the deck department to identify maintenance projects.
5. Ensure that maintenance projects are completed safely, properly, and in accordance with instructions.
6. Must also ensure jobs are completed efficiently and within the time allocated.
7. Monitor the operation and performance of all deck equipment, including cargo gear, mooring winches, the anchor windlass, and lifeboat gear.
8. Identify tasks for the BMOW watch standers to complete.
9. Maintain the security clock and change the paper daily.

Requirements, Knowledge, Skills, Abilities:

1. Knowledge of the operation and maintenance of all the State of Maine's deck gear including associated electrical and hydraulic systems is essential.
2. A working knowledge of marlinespike and rigging is required.
3. Must have knowledge of safe working practices and procedures for shipboard maintenance.
4. Able to assign tasks and supervises midshipmen in the performance of their duties.
5. Must have a full knowledge of the T.S. State of Maine's deck layout and compartment locations.

Education and Experience:

Successful completion of Freshman Cruise and Cadet Shipping is essential. Previous experiences with deck operations and maintenance a plus. Knowledge of HAZMATS and safe working practices is also an advantage. The midshipman who occupies this rate must be willing to become involved with deck maintenance and activities during the school year prior to the training Cruise.

Job Title: Deck Training Rate

Reports To: Senior Deck Training Officer

General Summary: The Deck Training Rates are responsible for assisting the Deck Training Office prior to and during the training cruise.

Essential Job Functions:

1. Required to participate in the next training cruise.
2. Required to meet regularly with the Deck Training Officers to discuss and prepare the upcoming training program.
3. Will be available during cruise to assist freshmen with checkoffs and to perform similar advisory duties as required by the training department.
4. Make positive contributions and suggestions to the training department during the cruise.
5. Unless otherwise occupied will at all times be willing to assist other Midshipmen with questions.

Requirements, Knowledge, Skills, Abilities:

1. Must have a thorough knowledge of the cruise training program.
2. Must have a thorough knowledge of all subjects to be discussed and signed off by freshmen.
3. This position requires the ability to communicate clearly and effectively.
4. A full knowledge of the TS State of Maine's deck layout, compartment location, and deck equipment is required.
5. A training rate must have the ability to remain patient, fair, and consistent when dealing with checkoffs.
6. Working knowledge of ISO/ISM and STCW.

Education and Experience:

Successful completion of freshman cruise and cadet shipping is essential. Full knowledge of subjects to be covered is a requirement. Previous training or instructional experience is an advantage.

Job Title: Chief Lifeboat Cox'n

Reports To: Cadet Third Mate

General Summary: This rate is responsible for the supervision of all lifeboat and rescue boat crews on the ship.

Essential Job Functions:

1. Assist with the selection of lifeboat crews.
2. Responsible for training all boat crews to a fully proficient level.
3. Supervision of the maintaining of all equipment, gear, provisions, and other items associated with lifeboats and rescue boats.
4. Conduct weekly drills with lifeboat and rescue boat crews during the academic year prior to cruise.
5. Ensuring that all crews are fully knowledgeable in all facets of lifeboat Launching, retrieval, and maintenance.
6. Participate in regular meetings with other Coxn's, ship rates, and ship's crew on safety and abandon ship matters.
7. Ensure that all lifeboat and man overboard drills are conducted in accordance with USCG requirements and regulations.
8. Immediately report any deficiencies in equipment to the Cadet Third Mate and/or the ship's Chief Mate.
9. Maintain a complete maintenance log on all boats.

Requirements, Knowledge, Skills, Abilities:

1. Full knowledge of all lifeboat launching commands and procedures.
2. Ability to capably command and maneuver a lifeboat and rescue boat underway.
3. Must have the ability to take command of a team of midshipman and delegate tasks in a clear and efficient manner.
4. Must have knowledge of all USCG requirements relating to lifeboat and rescue boat equipment and provisioning.
5. Must be able to operate all equipment associated with lifeboats and rescue boats.
6. Must have knowledge of the electrical, mechanical, and hydraulic systems associated with the boats.
7. Knowledge of adverse weather and high speed rescue as well as lifeboat marshaling.

Education and Experience:

Previous supervisory experience is an advantage. Successful completion of freshman Cruise and cadet shipping is a requirement. Small vessel handling and repair and knowledge of marlinespike is essential. Knowledge of first aid and CPR procedures are also important.

Job Title: Cadet Deck (DMO)

Reports to: Cadet Master

General Summary: Responsible for the coordination of the training ship's maintenance requirements with the Cadet Ship's Officers.

Essential Job Functions:

1. Works directly with the Cadet Master in the identification of maintenance projects for assignment to the regularly scheduled maintenance program.
2. Assigns maintenance projects to the scheduled maintenance company.
3. Develops and maintains the maintenance action tracking system.
4. Divides the vessel into routine maintenance zones for assignment to companies for the In Charge of Zone (ICOZ) program.
5. Develops and monitors ICOZ maintenance documentation.
6. Assists the Regimental Auditor in documenting and auditing departmental processes.

Requirements, Knowledge, Skills, Abilities:

1. Required to complete rate training.
2. Required to participate in the next training cruise.
3. Knowledge of Regimental policies and procedures
4. Knowledge of training vessel layout and deck plans.
5. Knowledge of Academy maintenance policies and procedures.
6. Knowledge of Academy safety and HAZMAT policies.
7. Knowledge of ISO/ISM and STCW mandated procedures and requirements.
8. Skill in organizing personnel and material resources to meet operational needs.
9. Ability to maintain a 2.3 or higher grade point average.
10. Ability to complete rate training.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to effectively supervise subordinates.
13. Ability to survey maintenance projects and estimate man-hours for completion.

Education and Experience:

Completion of freshman cruise and cadet shipping is essential. Experience administering work schedules.

Job Title: Cadet Medical Officer

Reports to: Licensed Medical Staff and Cadet Master

General Summary: The Cadet Medical Officer is the liaison between the Academy's/Ship's licensed medical staff and the Regiment/persons berthing aboard.

Essential Job Functions:

1. Under the supervision of the ship's licensed medical staff, handles all aspects of training and organization of the Emergency Squad medical personnel.
2. Responsible for the training, drilling, and assisting Emergency Squad EMTs before cruise.
3. Organizes and carries out routine and special Sick Bay maintenance projects prior to and during cruise.
4. During cruise meets with the Ship's doctor/nurse on a regular basis to review Sick Bay related maintenance progress and Emergency Squad preparedness.
5. Under the supervision of the Ship's licensed medical staff will be the on scene medical leader for USCG required fire and emergency drills.
6. Responsible for maintaining emergency medical equipment in proper working order and that equipment is ordered, purchased, and replaced as required.
7. Assists with the organization and operation of Ship Orientation for 4/C and 2/C as required.
8. Responsible for assisting the Cadet Chief Mate and Regimental Master with the Ship's cleanliness and sanitation.

Requirements, Knowledge, Skills, Abilities:

1. Required to participate in the next training cruise.
2. Ability to maintain a 2.3 or higher grade point average.
3. Required to have completed all pre-requisites, academic and cruise, including rate training. MD 310 and MD 311 (Ship's Medicine and Advanced Ship's Medicine) are strongly recommended
4. Knowledge of shipboard fire fighting procedures and medical evacuation plan(s).
5. Prior participation in Emergency Squad.
6. Ability to delegate tasks to subordinates.
7. Knowledge of equipment and procedures used during medical emergencies.
8. Able to manage time and multiple tasks effectively.
9. Knowledge of ISO/ISM and STCW.
10. Strong organizational and communication skills.

Education and Experience:

Previous medical and managerial experience helpful. Completion of freshmen cruise and cadet shipping is required. Current Emergency Medical Technician (EMT) certification is recommended.

Job Title: Cadet Chief Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Captain

General Summary: 1st Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer and 1st A/E shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to a company other than that of the Cadet Assistant Chief Engineer and Cadet 1st A/E.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Ensures that the Engineering Rates understand and are following their duties as described in their respective job descriptions.
6. Supervises the activities carried out by the Ship's Engineering Rates.
7. Develops and implements the MSEO watch bill for the academic year.
8. Oversees the performance of the academic year engineering watches and ensures all standing orders are updated and available.
9. Attends Training Committee and Regimental Wedge meetings.
10. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc....
11. Develops, coordinates and implements the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
12. Shall be responsible for the following areas;
 1. Maintain the Ship's Main Propulsion System, including; Main Engine, E-Motor, Reduction Gearing, Shafting, CPP and shaft sealing equipment.
 2. Maintain proper record keeping for the above systems.
 3. Perform inspections throughout the ship and maintain a worklist of items to be repaired.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.

6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Assistant Chief Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: 2nd Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer, 1st A/E and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to a company other than that of the Cadet Chief Engineer and Cadet 1st A/E.
3. Will perform the tasks of the Cadet Chief Engineer at times when the Cadet Chief is not available.
4. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
5. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
6. Assist and support the Cadet Chief Engineer in ensuring that the Engineering Rates understand and are following their duties as described in their respective job descriptions.
7. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
8. Assist the Cadet Chief Engineer in developing, coordinating and implementing the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
9. Shall be responsible for the following areas;
 1. Maintain the Emergency Diesel including all assoc. equipment and proper record keeping.
 2. Shall act as the Engine Department's Safety Officer.
 3. Maintain cleanliness, organization and inventory of the Engine Department's Safety Gear in the Engineer's storeroom and throughout the Engine room.
 4. Perform inspections throughout the ship and maintain a worklist of items to be repaired.
10. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.

6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet 1st Assistant Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: 3rd Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer, 1st A/E and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to a company other than that of the Cadet Chief Engineer and Cadet Assistant Chief Engineer.
3. Will perform the tasks of the Cadet Chief Engineer at times when the Cadet Chief or Cadet Assistant Chief Engineer is not available.
4. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
5. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
6. Assist and support the Cadet Chief Engineer in ensuring that the Engineering Rates understand and are following their duties as described in their respective job descriptions.
7. Will assist with regulatory inspections as needed, i.e. ABS, Coast Guard, etc...
8. Assist the Cadet Chief Engineer in developing, coordinating and implementing the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
9. Shall be responsible for the following areas;
 1. Maintain Engine Maintenance Machinery reports and logs.
 2. Maintain Engine Room reports and logs.
 3. Maintain SSDG's and proper record keeping.
 4. Maintain CAPAC system and proper record keeping.
 5. Perform inspections throughout ship and maintain a worklist of items to be repaired.
10. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.

7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review.
 2. End of term final evaluation.Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet 2nd Assistant Engineer

Reports to: 2nd Assistant Engineer, Regimental Commander, and Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the 2nd Assistant Engineer and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet Chief Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e. ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch Standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas:
 1. Maintain Boilers and Boiler water chemistry including all assoc. record keeping.
 2. Maintain HFO and DFM purifiers.
 3. Maintain all systems associated with fuel aboard the ship.
 4. Maintain cleanliness, organization and inventory of Chemical Storeroom.
 5. Maintain and oversea proper soundings and record keeping for all fuel tanks.
 6. Perform inspections throughout ship and maintain a worklist of items to be repaired.
8. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.

9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluationCopies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet 3rd Assistant Engineer

Reports to: 2nd Assistant Engineer, Regimental Commander, and Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the 2nd Assistant Engineer and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet Assistant Chief Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including engine Room Watch Standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas:
 1. Maintain ME and SSDG lube oil Purifiers
 2. Maintain all systems associated with lube.
 3. Maintain Oily Water Separator and OWS log book.
 4. Maintain all bilge pumps and assoc. equipment
 5. Maintain Liquidewt levels in all cooling water systems and maintain record keeping for same.
 6. Maintain cleanliness, organization and inventory of Lube Oil storeroom.
 7. Maintain and oversee proper sounding and record keeping for all Lube Oil and Waste Oil tanks.
 8. Perform inspections throughout ship and maintain a worklist of items to be repaired.
8. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.

7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluationCopies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Maintenance Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer, 1st A/E and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. There shall be three (3) Maintenance Engineer's, each one assigned to a different company.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas;
 1. Maintain Maintenance attendance records
 2. Contact Ship's Engineers each morning prior to working to set up work details.
 3. Maintain a detailed report of maintenance completed and those that are in progress to be turned in each day to the 1st A/E.
 4. Act as Safety Officer during assigned maintenance days.
 5. Delegate work jobs to cadets, see that they are properly set up for the job, that all jobs are being completed to the highest standards and in the safest manner and that all work sites are properly cleaned up at the end of each day.
 6. Maintain proper record keeping for completed maintenance.
 7. Perform inspections throughout ship and maintain a worklist of items to be repaired.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.

6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Electrical Engineer

Reports to: Ship's Electrician, Regimental Commander, and Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Ship's Electrician and Cadet Chief, shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet 1st Assistant Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4C Cruise Training, including Engine Room Watch Standing and Operation. (starting after Christmas break).
7. Shall be responsible for the following areas:
 1. Maintain All ship's batteries and Logs
 2. Maintain Megger Log
 3. Maintain cleanliness, organization and inventory of Lamp Locker.
 4. Maintain cleanliness, organization and inventory of Electrician's Workshop.
 5. Maintain proper operation of all ship's lighting including Emergency Lighting and Exits.
 6. Perform inspections throughout ship and maintain a worklist of items to be repaired.
8. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
Required to complete rate training and attend the leadership conference.
2. Required to maintain the highest standard of personal appearance and ethical behavior.
3. Thorough knowledge of the various engineering systems aboard the training vessel.
4. Knowledge and practice of shipboard and regimental policies and procedures.
5. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
6. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
7. Knowledge of ISM and ISO 9000.

8. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
9. Must be able to properly train and turn over this position to the next successor.
10. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Machinist Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer, 1st A/E and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet 1st Assistant Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas;
 1. Maintain proper operation and maintenance of all Machine Shop tools and equipment.
 2. Be familiar with the operation of all Machine tools and equipment.
 3. Maintain cleanliness and organization of Machine Shop.
 4. Maintain cleanliness, organization and inventory of Engineer storeroom.
 5. Maintain cleanliness, organization and inventory of Special Tool storage room.
 6. Maintain proper record keeping for the above systems.
 7. Perform inspections throughout ship and maintain a worklist of items to be repaired.
8. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.

8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Plumber Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Ship's Plumber and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet Assistant Chief Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-Port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas;
 1. Maintain entire Ship's sanitary system.
 2. Maintain Galley and all associated equipment located in Galley and other spaces.
 3. Maintain Hot and Cold Potable water system.
 4. Maintain Heating system.
 5. Maintain Grey Water system.
 6. Maintain cleanliness, organization and inventory of Plumber's shop and annex.
 7. Maintain proper operation of all plumbing tools and equipment.
 8. Maintain cleanliness, organization and inventory of COSAL room.
 9. Maintain proper record keeping for the above systems.
 10. Perform inspections throughout ship and maintain a worklist of items to be repaired.
 11. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.

7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.
9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipient of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluationCopies of these evaluations will be placed in the recipient's personal file.

Job Title: Cadet Refrigeration Engineer

Reports to: Chief Engineer, 1st A/E, Regimental Commander, Cadet Chief Engineer

General Summary: Ranking midshipman engineering officer aboard the training ship.

Essential Job Functions:

1. Under the supervision of the Chief Engineer, 1st A/E and Cadet Chief shall be responsible for the proper operation of the ship's machinery spaces and provide the necessary hotel services when personnel are living aboard and to assist as directed.
2. Shall be assigned to the same company as the Cadet Chief Engineer.
3. Ensures that the Academy's and the ship's safety policies and procedures are understood and followed by all embarked midshipmen.
4. Supports the Regimental Commander by following and enforcing all regimental rules and regulations.
5. Will assist with regulatory inspections as needed, i.e., ABS, Coast Guard, etc...
6. Assist the Cadet Chief Engineer with the following training programs;
 1. 4/C Ship's Familiarization (beginning of fall semester).
 2. 3/C In-port Castine Watch Standing (beginning of fall semester).
 3. 2/C and 4/C Cruise Training, including Engine Room Watch standing and Operation (starting after Christmas break).
7. Shall be responsible for the following areas;
 1. Maintain Refrigeration system.
 2. Maintain AC system.
 3. Maintain Evaporator, demine unit and all assoc. equipment.
 4. Maintain Potable Water skid.
 5. Maintain Hot Water skid.
 6. Maintain Sanitary Flushing Water skid.
 7. Maintain Auxiliary Salt Water system.
 8. Maintain proper record keeping for the above systems.
 9. Perform inspections throughout ship and maintain a worklist of items to be repaired.
8. Maintain the highest standard of personal appearance and ethical behavior.

Requirements, Knowledge, Skills and Abilities:

1. Required to participate in the next training cruise.
2. Required to complete rate training and attend the leadership conference.
3. Required to maintain the highest standard of personal appearance and ethical behavior.
4. Thorough knowledge of the various engineering systems aboard the training vessel.
5. Knowledge and practice of shipboard and regimental policies and procedures.
6. Ability to supervise subordinates, delegate tasks, monitor multiple projects and meet completion deadlines.
7. Ability to communicate well with the ship's crew, the school's faculty and administration and with members of the community.
8. Knowledge of ISM and ISO 9000.

9. Must be able to commit to adequate time to fully execute these duties for the complete term of this position (1 year).
10. Must be able to properly train and turn over this position to the next successor.
11. Recipients of this position shall receive two performance evaluations during the term of this position.
 1. 90-Day performance review
 2. End of term final evaluation

Copies of these evaluations will be placed in the recipient's personal file.