

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Personnel Manager

DEPARTMENT: Personnel

FLSA STATUS: Exempt

DATE: July 1, 2008

SUMMARY DESCRIPTION:

Ensure that the Personnel Department runs in a smooth and cost-effective manner. Oversee crew changes, payroll. Assist members of personnel department with any problems.

SUPERVISION:

Reports to: Operations Manager

Supervises: Crew Change Coordinators and Personnel Administrative Assistant

ESSENTIAL JOB FUNCTIONS:

- Field phone calls from, crewmembers, family members of crew, and generally anything pertaining to crew.
- Oversee crew changes and assist in the completion of crew changes. Make decisions regarding what crewmember goes to what boat and communicate results to Port Captains.
- Oversee payroll and assist in its completion.
- Maintains Personnel Management Administrator program
- Resolves problems between crewmembers.
- Work with Personnel Administrative Assistant/Crew Change Coordinator to set up Tankerman training and recommendations for Tankerman school. Set up Wheelhouse training, Radar Recertification, PIC training, and Heater School.
- Oversee the Personnel Department to make sure it is run in a cost-effective manner and all problems and questions are taken care of.

SUPPLEMENTAL FUNCTIONS:

- Set up company hurricane plan once a year.
- Assist in planning Captain's Meeting twice a year.
- Help with uniforms when needed

PHYSICAL SKILLS:

- Use telephone on a daily basis.
- Use calculator on a daily basis.
- Use computer on a daily basis.
- Use copier, fax and common office machines on a daily basis.

PHYSICAL REQUIREMENTS:

- Requires walking, stooping, reaching, pushing, hearing, crouching, lifting (minimum 25 pounds), handling, talking, standing, kneeling, carrying, seeing, pulling, balancing, turning, sitting, feeling, color vision, and grasping.

WORKING CONDITIONS:

- Exposed to moderate level of noise in the workplace.
- Required at times to wear life vest.
- Required to be on call once a month.

PHYSICAL SKILLS:

- Uses telephone on a daily basis.
- Uses calculator on a daily basis.
- Uses computer on a daily basis.
- Uses fax, copier, and common office machines on a daily basis.

TRAVEL REQUIREMENTS:

Occasional

QUALIFICATIONS:

- High school diploma required with at least 2 years experience in a transportation or related environment.
- College degree in Transportation, Logistics, Business or similar field desirable

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required for this job.