

**BLESSEY MARINE SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Master, Relief Captain, Pilot  
**DEPARTMENT:** Vessel  
**FLSA STATUS:** Exempt  
**DATE:** December 15, 2014

**SUPERVISION:**

Reports to: **C.O.O., V.P. of Operations, Operations Manager, Port Captain**  
Supervises: Tankerman, Deckhands

**SUMMARY DESCRIPTION:**

Responsible for the safe, efficient, reliable, and environmentally compliant operation of assigned areas by performing the following duties:

**ESSENTIAL JOB FUNCTIONS:**

The Master, Relief Captain and Pilot are the managers of the vessel including all barges attached. The Master, Relief Captain and Pilot are responsible for the crew's adherence to all United States Coast Guard and company policies. The Master, Relief Captain and Pilot are to navigate safely, supervise the crew, oversee safety programs, comply with rules and regulations pertaining to the towing of vessels, and protect the environment. The Master, Relief Captain and Pilot take work assignments from the Operations Department. The Pilot backs up the Master, serving as supervisor when the Master is asleep and has management and supervisory responsibility while on watch. The Relief Captain serves as Pilot when the Master is on the vessel, and serves as the Master when the Master is at home. The Master, Relief Captain and Pilot must be able to intercede and safely perform the essential functions of any job on the vessel to include the job tasks of a deckhand and tankerman.

- Must be able to adhere to all company policies, United States Coast Guard and environmental regulations.
- Communicate with crewmembers, other Masters, Relief Captains, Pilots, Coast Guard Inspectors and certain office staff.
- Trains and supervises the crew in the safe and efficient performance of duties.
- Evaluates performance of all crewmembers with river crews consisting of 7 to 10 members and canal crews consisting of 4 to 5 members.
- Navigates in rivers or canals by properly using steering controllers, throttles, radar compasses, short wave radios, depth finders, loud hailer, and other equipment to transport tow to a destination. Uses radio communication and vision to navigate waterways, docks, locks, and other vessel traffic.
- Navigate vessel safely by properly operating navigational controls, propulsion, engines and gears as well as, mechanical and electrical equipment under various environmental conditions.
- Consider many conditions, including weather, vessel and waterway characteristics, traffic, and the abilities of the crew in the making of quick, effective decisions about navigation and the operation of the vessel.
- Interpret, understand and use maps and charts.
- Supervises the cleaning and maintenance of boat and tow; the loading, transport, and discharging of cargo.
- Performs routine engine room maintenance such as changing oil, checking oil, and changing fuel filters, when applicable, i.e. on smaller vessels.
- Acts as a company representative in the day-to-day dealings with customers at their facilities and with representatives of governmental agencies.
- Acts as the on-site coordinator in emergencies, when applicable.
- Lead by example at all times while working onboard the vessel. Be mentally and physically stable under pressure and withstand the stress associated with the job, including discomfort, unpredictable weather, and potentially hazardous situations.
- Remain calm during challenging situations and set the "tone" for the safe, positive, efficient functioning of all members of the crew.
- Resolve disputes among crewmembers.

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- Evaluate and treat minor medical conditions and injuries within the scope of his or her knowledge and abilities.
- Work aboard vessel for prolonged periods according to work schedule for the vessel; for example: 28 days on and 14 days off or 20 days on and 10 days off.
- Work shifts of 6 hours around the clock and work additional hours if necessary. An individual licensed to operate a towing vessel may not work for more than 12 hours in a consecutive 24-hour period, except in an emergency.
- Maintain vigilance during 6-hour shift in the wheelhouse.
- Willing to work, as operations require, including additional days.
- Live in close quarters and be able to work away from home for long periods of time.
- Comply with the BMS Drug & Alcohol Policy (HRM-2.2) at all times.

**Learning and Training Requirements**

- Meet all requirements to be able to renew and maintain licenses.
- Attend and successfully complete company training on new procedures and operations such as vapor recovery, benzene regulations, and fire-fighting.
- Provide navigation experience to senior crewmembers.
- Provide orientation to new employees and training for all crewmembers.
- Organize periodic operational meetings including safety, quality system, and other company-related topics.
- Provide briefings to crew on customer requirements.

**Safety and Rescue Requirements**

- Ensure safe working conditions and orderliness to the vessel.
- Ensure safe, sanitary living and working conditions for the crew.
- Ensure that company safety rules and environmental regulations are being followed.
- Lead by example by always wearing the proper PPE for the task at hand.
- Establish good morale, personal hygiene, and efficiency of the crew.
- Direct crew to complete actions and to follow regulations in a safe, efficient manner.
- Wear safety equipment as required, including steel-toed shoes, foul weather gear, gloves, boots, and respirators to protect against cargo contact.
- Ensure safe operation of the vessel, safety of the crew and safety of any visitor at all times and in all weather conditions.
- Assist in safety and rescue operations in emergency situations.
- Assist in emergency fire-fighting.
- Physically pull or assist pulling a 200-300 lb. man from the water.

**Inspecting, Record-Keeping and Verifying Requirements**

- Ensure that all barge and vessel documentation is on board, is current and is located on the proper vessel.
- Maintain the vessel log (towing job, actions, speed, and times).
- Approve requisitions for equipment, material, repairs, supplies, and food.
- Verify barge manifest.
- Conduct the initial reporting of all injuries, illnesses, and accidents. Conduct a monthly physical inspection of the vessel, observing, for example, safety equipment, fire-fighting equipment, licenses, and other documentation.
- Read – read office updates, procedure manuals, safety memos, federal and state documents, manifests, and requisitions.
- Write – keeps the vessel logs, completes checklists, etc. as required by the company and/ or governmental agencies.

**QUALIFICATIONS:**

- Posses a valid United States Coast Guard Merchant Mariner License for operating towing vessels. License can include the following: Master of Towing Vessels or Mate (Pilot) of Towing Vessels. Should have at least either of the following endorsements: Western Rivers or Inland Waters.
- Posses a valid TWIC Card.

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- Posses a valid driver's license for operation of any of the company's vehicles.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information effectively and to respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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**PHYSICAL REQUIREMENTS:**

**Master, Relief Captain and Pilot**

**Validated Functional Job Description**

Date Revised: 2/27/14 (Original Validation 7/24/03)

**To Applicant:**

This job description describes in detail the physical and environmental demands required to perform the essential duties of **Master, Relief Captain and Pilot**. After reviewing this description, please sign this document on the last page and indicate whether you believe that you can or cannot perform the essential duties of this job.



**I. Physical Demand Requirements for Safe Job Performance**

Specific physical demands described in this functional job description have been validated by on-site job analysis involving direct measurements. They are representative of the physical demands that must be met by an employee to successfully and safely perform the essential functions of this job. Although specific components of job demands are listed in detail in this document, the following information is a synopsis of key minimum physical demand requirements determined from a detailed job analysis:

- 01. POSTURAL DEMANDS:** Employee must have the ability to move the extremities and spine through a range of motion that will permit work to be safely performed at ground/floor to overhead levels. Flexing and twisting of the trunk, reaching and awkward postures are occasionally required.
- 02. DEXTERITY DEMANDS:** Employee must have good dexterity and frequently use one and two hands throughout the work period when performing job specific tasks.
- 03. GRIP STRENGTH DEMANDS:** Employee must have sufficient grip to lift and carry various tools, parts, and equipment used throughout the work day.
- 04. CARDIORESPIRATORY DEMANDS:** Employee must have sufficient cardiorespiratory fitness to be able to perform medium-heavy work for short periods of time involving such activities as lifting, carrying, pushing, pulling, handling equipment and parts, frequent standing and walking and constant sitting.

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**05. MINIMUM ESSENTIAL PHYSICAL CAPACITIES REQUIRED FOR JOB PLACEMENT:** The minimum essential physical capacities for job placement are based on a job physical demands validation analysis. The minimum physical demands required to perform the job safely take into consideration mechanical and personnel assistance that can be reasonably offered or made available without adversely affecting minimum job productivity standards and/or creating an undue hardship on the employer. The employer will consider accommodations for persons with protected disabilities.

Job placement will not be offered when a person is unable to demonstrate that he/she possesses the physical abilities to perform the minimum essential physical demands of the job safely and poses an immediate threat of harm to self or other workers. Based on physical demand validation performed by an independent ergonomic consultant, prior to job placement, the employee must be able to demonstrate that he/she can safely can:

**lift at least 65 lbs** from floor to knuckle level,  
**lift at least 65 lbs** from floor to waist level,  
**lift at least 30 lbs** from floor to shoulders level,  
**lift at least 10 lbs** from floor to crown level,  
**carry at least 30 lbs with two hands** for a minimum distance of **30 feet**,  
**stand and walk** on a frequent basis with good balance,  
**stoop, kneel, and squat** on an occasional basis,  
**sitting** on a constant basis,  
climb **1 flight of stairs, 15 steps** per flight x **2 repetitions**, and  
climb a **vertical ladder** with **12 rungs** x **2 repetitions**.

The basis for these physical demand requirements are described in the sections of this functional job description that follow. Frequency of material handling will vary considerably depending on operational conditions. The physical demands for certain jobs may actually exceed those listed above in certain situations. However, the employee is expected to seek assistance if material handling requirements cannot be performed safely.

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**II. General Physical Activities**

<b>Activity:</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>Activity:</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>
01. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Seeing – Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Reaching, High, Low, Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Hearing - Speech Range	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04. Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06. Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07. Body Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09. Sense of Touch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Climbing Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Speaking Clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Climbing Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Seeing Distant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KEY:**

**O - Occasionally, less than 33% of work time**

**F - Frequently, 34 - 66% of the work time**

**C - Constantly , 67% - 100% of the time**

**N - Not a significant part of the job**

**III. Environmental Requirements**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job.

	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>
01. Extreme Cold - Below 30 ° F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02. Extreme Heat - Above 100 ° F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03. Dryness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05. Humidity - Above 90%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06. Noise - Over 85 Decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07. Respirator - Breathing Apparatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08. Confined/Cramped Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09. Elevated Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Working Around/With People	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Working Alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**IV. Airborne Contaminants & Chemicals in Work Environment**

Dust; Diesel fumes; gasoline fumes, solvent, lubricants, particulates and chemical toxins

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**V. Validated Essential Material Handling Requirements**

<b>A. Lifting – Essential Requirements</b>					
<b>Essential Floor to Knuckle Level Lifts</b>					
<b>Lifting Methods</b>	<b>Weight in lbs Force in F-lbs</b>	<b>Frequency</b>	<b>Description Materials / Tool / Procedure</b>		
2 Handed Lift	65 lbs	Rarely	65 lb Ratchet		
2 Handed Lift	30 lbs	Occasional	Groceries and supplies		
2 Handed Lift	30 lbs	Occasional	Basic rigging and hoses		
2 Handed Lift	20 lbs	Occasional	Personal gear		
2 Handed Lift	1-10 lbs	Occasional	Various hand tools		
<b>Essential Floor to Waist Level Lifts</b>					
<b>Lifting Methods (Essential Requirement)</b>	<b>Weight in lbs Force in F-lbs</b>	<b>Frequency</b>	<b>Description Materials / Tool / Procedure</b>		
2 Handed Lift	65 lbs	Rarely	65 lb Ratchet		
2 Handed Lift	30 lbs	Occasional	Groceries and supplies		
2 Handed Lift	30 lbs	Occasional	Basic rigging and hoses		
2 Handed Lift	20 lbs	Occasional	Personal gear		
2 Handed Lift	1-10 lbs	Occasional	Various hand tools		
<b>Essential Floor to Shoulder Level Lifts</b>					
<b>Lifting Methods (Essential Requirement)</b>	<b>Weight in lbs Force in F-lbs</b>	<b>Frequency</b>	<b>Description Materials / Tool / Procedure</b>		
2 Handed Lift	30 lbs	Occasional	Groceries and supplies		
2 Handed Lift	20 lbs	Occasional	Personal gear		
2 Handed Lift	1-10 lbs	Occasional	Various hand tools		
<b>Essential Floor to Crown Level</b>					
<b>Lifting Methods (Essential Requirement)</b>	<b>Weight in lbs Force in F-lbs</b>	<b>Frequency</b>	<b>Description Materials / Tool / Procedure</b>		
2 Handed Lift	1-10 lbs	Occasional	Various hand tools		
<b>B. Carrying - Essential Requirements</b>					
<b>Method</b>	<b>Weight Carried (lbs)</b>	<b>Coupling</b>	<b>Minimum Distance (ft)</b>	<b>Frequency</b>	<b>Material / Tool</b>
2 Handed carry	30 lbs	Fair	30 ft	Occasional	Groceries and supplies
2 Handed carry	30 lbs	Fair	30 ft	Occasional	Basic rigging and hoses

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<b>C. Pushing / Pulling - Essential Requirements</b>					
<b>Push Force (F-lbs)</b>	<b>Pull Force (F-lbs)</b>	<b>Frequency</b>	<b>Distance (Ft):</b>	<b>Hand Position</b>	<b>Material/Tool:</b>
n/a	n/a	n/a	n/a	n/a	n/a

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**VI. Physical Demand Level (PDL) Description**

<b>FREQUENCY</b>	<b>Sedentary</b>	<b>Sed-Light</b>	<b>Light</b>	<b>Light-Med</b>	<b>Medium</b>	<b>Med-heavy</b>	<b>Heavy</b>	<b>Very Heavy</b>
<b>O - Occasional</b> 1 - 33%	10 lbs	15 lbs	20 lbs	35 lbs	50 lbs	75 lbs	100 lbs	> 100 lbs
<b>F- Frequent</b> 34 - 66%	-----	7 Lbs	10 lbs	17 lbs	25 lbs	37 lbs	50 lbs	> 50 lbs
<b>C – Constant</b> 67% +	-----	-----	-----	5 lbs	10 lbs	15 lbs	20 lbs	> 20 lbs
	Sit	Sit/Stand	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk	Stand/Walk

**VII. Physical Demand Level Classification**

Employees identified in this document must be able to perform up to medium-heavy physical labor as classified by the United States Departments of Labor. Physical demands typically involve lifting, carrying, pushing, and pulling.

**VIII. Cardiorespiratory Demands**

Employee must have sufficient cardiorespiratory fitness to perform the essential tasks of this job safely. Employee must be able to safely tolerate medium-heavy demands on the cardiorespiratory system related to material handling and frequent walking on uneven surfaces with occasional exposures to extreme conditions.

**IX. Energy Expenditure**

Employee must have an aerobic capacity sufficient for energy expenditure of over 5.5 METS which is consistent with a PDL classification of medium-heavy as classified by the United States Department of Labor.

<b>PDL:</b>	<b>HEART RATE:</b>	<b>ENERGY EXPENDITURE</b>
SEDENTARY	70 – 80	1.5-2.1 METS
LIGHT	81 – 90	2.2-3.5 METS
MEDIUM	91 – 110	3.6-5.5 METS
HEAVY	111- 130	5.6-7.5 METS
VERY HEAVY	Over 130	Over 7.5 METS

METS - Job demands can be expressed in METS, or metabolic equivalents, related to a person's resting oxygen usage, and compared to the worker's performance on a comparable aerobic capacity test.

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**X. Validated Materials Handled and Weights (Lbs)**

Material weights and handling forces have been accurately measured and determined to be representative of the type of materials and forces required to perform the essential duties of work performed by employees identified in this document. The primary physical demands observed and measured during this analysis included lifting, carrying, pushing, and pulling.

<b>No.</b>	<b>Description</b>	<b>Weight in Lbs / Force in F-Lbs</b>
01.	65 lb Ratchet	65 lbs
02.	Groceries and supplies	30 lbs
03.	Basic rigging and hoses	30 lbs
04.	Personal gear	20 lbs
05.	Various hand tools	1-10 lbs

**XI. Special Requirements**

Must be able to wear necessary PPE as per task assigned.

**XII. Guidelines for Physical Demand Validation (PDV) Analysis**

Physical demand validation analysis was performed based on guidelines established by the United States Department of Labor (USDOL) and the Occupational Safety and Health Administration (OSHA). Validation of physical demands of job tasks is required for developing an accurate and valid functional job description as required by guidelines consistent with the Americans with Disabilities Act (ADA) and EEOC regulations for fair hiring practices. The physical demands described in this functional job description represent typical physical demand requirements of job tasks analyzed. Physical demands may at times exceed those identified in this report. Employees are required to adhere to all safety guidelines established by the employer and seek assistance to perform any task which they may feel exceeds their safe capacities to perform.

**XIII. Methods of PDV Analysis**

1. Personal interview, questionnaires, and on-site direct observation of job activities.
2. Measurements of material handling forces using push-pull dynamometers and weight scales.
3. Measurements of material dimensions, distances, heights, and reaches using tape measures.
4. Photography

Physical demand validation analysis performed by Industrial Safety & Rehabilitation (ISR) Institute, Inc., under the direction of Richard W. Bunch, Ph.D., P.T., C.B.E.S., 1516 River Oaks Dr. West, New Orleans, LA 70123.

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**XIV. Photographic Records**



Employee must be able to climb stairs



Employee must be able to climb vertical ladders



Employee must be able to step over door sills



Employee must be able to step up



Employee must be able to kneel, squat and crouch



Employee must be able to wear appropriate PPE gear

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**FOR APPLICANT:**

Once you have completed reading the entire job description, please read and sign off on the appropriate response below:

\_\_\_\_\_ I believe I am capable of performing the essential duties of this position.

\_\_\_\_\_ I do not believe that I am capable of performing the essential duties of this position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date