

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Crew Change Coordinator
DEPARTMENT: Crew Travel
FLSA STATUS: Exempt
DATE: November 15, 2022

SUMMARY DESCRIPTION:

Coordinate vessel crew travel, manage travel costs and maintain vessel crew roster (TowWorks) by performing the following duties:

SUPERVISION:

Reports to: **Crew Travel Manager**
Supervises: This position has no supervisory responsibilities

ESSENTIAL JOB FUNCTIONS:

- Communicate with vessels to identify crew change requirements and ETA's.
- Manage Vessel Daily Crew Change Sheet.
- Arrange air travel through commercial or corporate jet, ground transportation and overnight accommodations, as needed for crew members going to and departing from vessels on regularly scheduled/unscheduled crew changes.
- Enter travel vendor and cost in Personnel Tracking program for Accounting Department.
- Update Personnel Management Application (TowWorks) to assure current crew roster.
- Provide travel itineraries to vessel crew members going to and departing from vessels.
- Communicate crew change information with facility security personnel as needed to assure access to vessel through third party docks and fleets, etc.
- Coordinate unscheduled crew changes as necessary
- Update Master Crew List to assure proper crewing level and provide information to the Training Department.
- Coordinate crew change exceptions with Port Captains, Dispatch, Training, Claims and Safety as necessary
- Manage "Leave of Absence" requests.
- Coordinate injured and/or ill crew members' status with Benefits and Claims.
- Other tasks as appropriate and assigned by Department Manager or others in support of vessel crewing mission and company goals.
- Communicate with Human Resources with missed crew changes, no calls/no shows, disciplinary documentation, evaluations, transfers, leave of absence requests, etc.
- Coordinate all travel arrangements for the Captain's and Tankerman's meetings.
- Receive, unload, load and move furniture, equipment and supplies.

QUALIFICATIONS

- High School diploma or GED required; College preferred
- 2 years' experience in transportation or related field preferred.
- Position requires ability to be "on call" including nights and weekend. Weekend duty includes a scheduled rotation every fourth weekend or as otherwise required.
- Proficiency in or knowledge of a variety of computer software applications, including but not limited to Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.

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JOB DESCRIPTION

- Ability to operate most standard office equipment.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Proficient spelling, grammar and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.

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 effectively present information and 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.

TRAVEL REQUIREMENTS

Some infrequent overnight travel may be required. This position requires driving a vehicle as necessary for errands and business-related meetings. Employee and/or applicant must successfully complete a Motor Vehicle History check and possess and maintain a current valid driver's license in their state of residence.

**BLESSEY MARINE SERVICES, INC.
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PHYSICAL REQUIREMENTS:

Crew Change Coordinator

Validated Functional Job Description

Date Validated: February 27, 2014

To Applicant:

This job description describes in detail the physical and environmental demands required to perform the essential duties of a **Crew Change Coordinator**. 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 when loading and unloading supplies and equipment.
- 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 work for short periods of time involving such activities as lifting, carrying, pushing, pulling, handling equipment and parts, frequent standing and walking.

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 **50 lbs** from floor to knuckle level,
lift at least **50 lbs** from floor to waist level,
lift at least **24 lbs** from floor to shoulders level,
carry at least **50 lbs** with **two hands** for a minimum distance of **20 feet**,
pull horizontally with a peak force of **40 lbs** with two hands,
push horizontally with a peak force of **40 lbs** with two hands,
stand and walk on a frequent basis with good balance,
stoop, kneel, and squat on an occasional basis,
crawl on an occasional basis for **5 feet** and
climb **1 flight of stairs, 10 steps** per flight 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.

II. General Physical Activities

Activity:	O	F	C	N	Activity:	O	F	C	N
01. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Seeing – Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Hearing - Speech Range	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Speaking Clearly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Climbing Stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Seeing Distant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.

	O	F	C	N
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07. Respirator - Breathing Apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08. Confined/Cramped Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09. Elevated Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

N/A

V. Validated Essential Material Handling Requirements

A. Lifting – Essential Requirements					
Essential Floor to Knuckle Level Lifts					
Lifting Methods	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure		
2 Handed Lift	50 lbs	Occasional	50 lb Reducer		
2 Handed-2 Person Lift	45 lbs each- 90 lbs total	Occasional	Trash Pump		
2 Handed-2 Person Lift	42 lbs each- 84 lbs total	Occasional	84 lb Reducer		
2 Handed Lift	40 lbs	Occasional	Office Chair/Bag of Fluid Absorbent		
2 Handed Lift	24 lbs	Occasional	Box of Paint		
2 Handed Lift	23 lbs	Occasional	Box of Filters		
2 Handed Lift	18 lbs	Occasional	Box of Trash Bags		
Essential Floor to Waist Level Lifts					
Lifting Methods (Essential Requirement)	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure		
2 Handed Lift	50 lbs	Occasional	50 lb Reducer		
2 Handed-2 Person Lift	45 lbs each- 90 lbs total	Occasional	Trash Pump		
2 Handed-2 Person Lift	42 lbs each- 84 lbs total	Occasional	84 lb Reducer		
2 Handed Lift	40 lbs	Occasional	Office Chair/Bag of Fluid Absorbent		
2 Handed Lift	24 lbs	Occasional	Box of Paint		
2 Handed Lift	23 lbs	Occasional	Box of Filters		
2 Handed Lift	18 lbs	Occasional	Box of Trash Bags		
Essential Floor to Shoulder Level Lifts					
Lifting Methods (Essential Requirement)	Weight in lbs Force in F-lbs	Frequency	Description Materials / Tool / Procedure		
2 Handed Lift	24 lbs	Occasional	Box of Paint		
2 Handed Lift	23 lbs	Occasional	Box of Filters		
2 Handed Lift	18 lbs	Occasional	Box of Trash Bags		
B. Carrying - Essential Requirements					
Method	Weight Carried (lbs)	Coupling	Minimum Distance (ft)	Frequency	Material / Tool
Two handed	50 lbs	Good	20 ft	Occasional	50 lb Reducer
Two handed- 2 Person Carry	45 lbs	Good	20 ft	Occasional	90 lb Trash Pump

Two handed- 2 Person Carry	42 lbs	Good	20 ft	Occasional	84 lb Reducer
2 Handed	40 lbs	Fair	20 ft	Occasional	Office Chair in Box/Bag of Fluid Absorbent

C. Pushing / Pulling - Essential Requirements

Push Force (F-lbs)	Pull Force (F-lbs)	Frequency	Distance (Ft):	Hand Position	Material/Tool:
40 lbs	40 lbs	Occasional	20 ft	Mid chest level	Pushing/Pulling loaded dolly

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VI. Physical Demand Level (PDL) Description

FREQUENCY	Sedentary	Sed-Light	Light	Light-Med	Medium	Med-heavy	Heavy	Very Heavy
O - Occasional 1 - 33%	10 lbs	15 lbs	20 lbs	35 lbs	50 lbs	75 lbs	100 lbs	> 100 lbs
F- Frequent 34 - 66%	-----	7 Lbs	10 lbs	17 lbs	25 lbs	37 lbs	50 lbs	> 50 lbs
C - Constant 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 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 demands on the cardiorespiratory system related to material handling and frequent walking.

IX. Energy Expenditure

Employee must have an aerobic capacity sufficient for energy expenditure of over 3.6-5.5 METS which is consistent with a PDL classification of medium as classified by the United States Department of Labor.

PDL:	HEART RATE:	ENERGY EXPENDITURE
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.

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.

No.	Description	Weight in Lbs / Force in F-Lbs
01.	50 lb Reducer	50 lbs
02.	90 lb Trash Pump	45 lbs each(2 person lift)
03.	84 lb Reducer	42 lbs(2 person lift)
04.	Office Chair	40 lbs
05.	Box of Paint	24 lbs
06.	Box of Filters	23 lbs
07.	Box of Trash Bags	18 lbs

XI. Special Requirements

N/A

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.

XIV. Photographic Records



Employee must be able to lift and carry 50 lb reducer



Employee must be able to shoulder level lift



Employee must be able to overhead reach



Employee must be able to push/pull dolly



Employee must be able to 2 person carry a 90 lb trash



Employee must be able to drive



Employee must be able to load/unload into pick up



Employee must be able to shoulder level lift



Employee must be able to 2 carry 84 lb reducer



50 lb reducer



Employee must be able to lift and carry 40 lb bag of



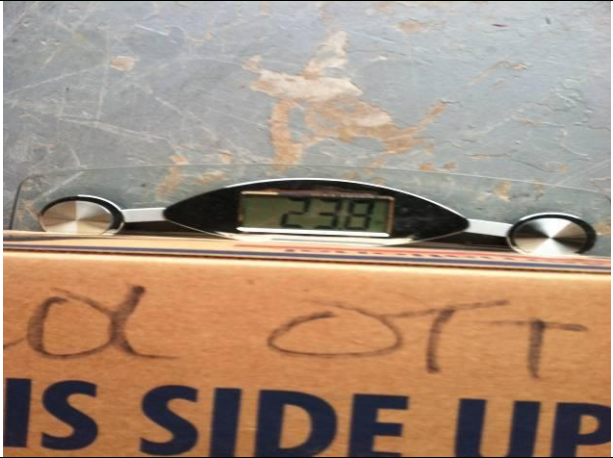
40 lb bag of fluid absorbent



Employee must be able to lift and carry 50 lb reducer



Employee must be able to squat/crouch



24 lb (23.8 lbs) box of paint



Employee must be able to lift box of a box of paint to

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