

JOB DESCRIPTION OF CAPTAIN

Revised 1/14/12

From the time the captain assumes command until the time he is relieved of command he is responsible for the safe, efficient operation and maintenance of the vessel, protection of the environment, the safety and conduct of the crew and passengers, and prompt, first class service to the company leasing the boat.

He is encouraged and expected to develop a sense of team spirit in his crew, and to be cooperative and pleasant with all the employees and personnel of the charterer.

He gives guidance and direction to crew members and ensures that they comply with all MTS regulations and perform their duties efficiently and safely.

The captain is authorized to discipline, and if necessary, discharge crew members for poor work performance and/or infractions of MTS regulations and/or safety procedures. In exercising this authority, the captain is expected to act reasonably, justly and without prejudice.

The captain reports to the office on all matters pertaining to the operation and maintenance of the vessel and the performance and well being of the crew. He keeps the office informed at all times of incidents, accidents, problems, etc. pertaining to the vessel, the crew, the passengers, and/or the personnel of the vessel's charterer.

Captains and crew members are subject to any corrective action deemed necessary by MTS to protect the vessel and/or interests of MTS.

I. Seamanship

1. Rules of the road must be observed at all times.
2. Appropriate navigation procedures must be practiced at all times.
3. Boat Handling: A MTS captain should be able to dock and hold his boat at a rig in a professional manner using a minimum of power. Excessive use of power and rapid changing of gears is not acceptable!
4. Boat Safety: A MTS captain should always be concerned for the safety of his boat, his passengers, and his crew. The MTS "Vessel Operations Guidelines" provide an in-depth description of procedures which MTS captains must follow at all times to ensure this safety. In addition, MTS captains should be aware of:
 - a. any unsafe condition or practice that may endanger his vessel. A MTS captain should be aware of anything that may be harmful to him, his passengers, and his crew. He is required to hold at least one safety meeting per hitch to keep accidents to a minimum.
 - b. any perilous circumstances. A MTS captain should be on the bridge when

his vessel is in peril. This duty includes when the vessel is loading or unloading at a rig or barge or at any time the vessel is traversing channels, traveling in inlets, traveling in fog, or traveling in any waters where traffic, grounding, or debris may be a problem. A MTS captain must always keep in mind that his vessel's wake can cause destruction. A MTS captain is responsible for his vessel's wake.

5. All federal environmental rules that may apply to the vessel must be taken into consideration. Also be aware of state and local environmental rules that may apply.

II. Leadership

The title of Captain is given by MTS and the U.S. Coast Guard. The respect of a captain is earned by the captain himself. There is no set rule for good leadership. MTS captains practice good leadership in different ways. No matter what style of leadership the captain practices, a MTS captain is obligated to achieve the following goals:

1. A clean, well maintained vessel.
2. A well organized, efficient crew with everyone doing his job without being reminded. To carry out this goal, the captain must train his crew through effective communication.
3. A courteous, happy, and content crew that enjoys the job it is doing. The captain must motivate his crew members to the point where they want to do their jobs.
4. A safe crew. The captain must make sure that everyone knows and follows the rules and regulations of MTS, the chartering company or rig, and the dock service.
5. An on-board supervisor of the crew. The captain must monitor the skills, attitude, abilities and performance of all crew members. He is also responsible for on-the-job training and recommendations for promotions. Problems are to be documented on the MTS "Employee Problems" sheet.
6. A mentor to Short Service Employees ("SSEs"). The captain must devote extra attention to his role as leader when dealing with SSEs. He must scrutinize the SSE for ability to learn skills and get along with others, positive attitude, dedication to safety, overall performance, and willingness to follow rules, procedures, policies and programs. This information must be communicated to the HR Manager. Problems are to be documented on the MTS "Employee Problems" sheet and submitted to the HR Manager.

III. Technical Knowledge

While MTS does not expect its captains to be mechanical or electrical engineers, they are expected to learn as much as possible about the vessels they operate. A MTS captain should be able to:

1. train a new engineer to clean, maintain, and do minor repair jobs to the vessel;

2. spot and report problems to the office; and,
3. trouble shoot and help the office diagnose symptoms of mechanical problems. Learning about the vessel is a never-ending job. A MTS captain should be willing to learn something new every day.

IV. Business Representative

1. A MTS captain represents MTS on the job. When he deals with a charterer's company man, a dispatcher, a rig, or dock personnel, a MTS captain is MTS to them. His goal is to make his boat, crew, and MTS look good at all times. In a time of conflict he should soothe rather than agitate.
2. A MTS captain is in charge of vessel logs, expense reports, non-injury reports, passenger manifests, vessel operating reports, accident reports, JSA's and problem sheets. He should always handle his paper work in a business-like manner.
3. A MTS vessel is a big investment for MTS and the job a vessel is performing creates a large cash flow for MTS. A MTS boat and crew are big business—MTS captains must treat them as such.

V. Specific Duties and Responsibilities

1. Navigate and operate the vessel and assure that only qualified personnel operate the equipment.
2. Oversee and direct the safe boarding of all deck cargo and passengers.
3. Operate the vessel's electronic equipment and assure that only qualified personnel operate the equipment.
4. When transferring or disposing of oily matter, follow appropriate procedures. Violations of these procedures will result in severe discipline by MTS up to and including possible dismissal. Notify the MTS office of any problems or questions.
5. Prepare and maintain accurate, complete, up-to-the-minute logs and reports.
6. Retain in the vessel files a sufficient supply of required forms and know how to fill in the forms, when to use them, and to whom they are to be sent.
7. Post in appropriate places of the vessel all current papers, licenses, and certificates applying to the vessel and crew. Notify the office at least 30 days before the expiration of any certificate.
8. Inspect engine room and other parts of vessel daily to see that it is properly maintained, clean, orderly, and that loose gear is properly stowed or lashed down.
9. Notify the dispatcher at all times when the vessel is leaving or coming into port or changing berths.
10. Meet and know key responsible officials and workers for whom the vessel works, e.g. platform foremen, superintendents, dispatchers, dock managers, etc. and develop a good cooperative working relationship with them.

11. Report immediately to the home office:
 - a. all vessel accidents or incidents, regardless of the seriousness.
 - b. injuries and illness of passengers.
 - c. major damage affecting the seaworthiness of the vessel.
 - d. all oil spillage and/or pollution.
12. Report immediately to the home office:
 - a. whenever a crew member quits.
 - b. the absence of a crew member.
 - c. the conduct of a crew member which in your opinion warrants a dismissal.
 - d. the poor work performance of a crew member who in your opinion necessitates an immediate replacement.
 - e. all injuries and illnesses of the crew!
13. As MTS's on-board supervisors, MTS captains also are required to report any suspected fitness for duty issues of MTS personnel to the HR Manager. Lack of fitness for duty endangers the health and safety of everyone around. Use the "Employee Problems" sheet for this purpose.
14. Have all crew members and passengers comply with the safety regulations and procedures adopted by MTS and those of the charterer when so required.
15. Where applicable, comply with the charterer's regulations relating to crew, vessel and property. Hold safety meetings at least once a hitch to ensure all crew members are familiar with safety rules and regulations.
16. The captain is responsible for ensuring the First Aid Kit is kept stocked at all times and that the crew is familiar with the first aid procedures.
17. The captain is responsible for the safe, efficient operation of MTS vehicles used for crew changes, and for compliance with rules and procedures governing the use of the vehicles—this includes excessive speeding while traveling to and from the vessel and proper use of seat belts.
18. Prepare and submit to the office a "Supply Requisition" form for the vessel. This is done generally at the end of a hitch.
19. Conduct fire and emergency boat drills to the extent that all crew members are sufficiently trained to act promptly and effectively in case of an emergency. Enter all drills in MTS logs.
20. Prepare and forward to the office, all logs, and reports required by the home office. This is generally done at the end of a scheduled hitch.
21. When required, prepare the vessel for inspection by the U.S. Coast Guard.
22. When required, prepare the vessel for dry docking.
23. Do not paint any aluminum areas of the boat that are not already painted. Do not change any colors of paint on boat or make any additions to colored areas without approval from the home office. Contact the home office if there are any questions.
24. Assist in making repairs to the vessels and other tasks as directed by the home office.

25. Assist other crew members in the performance of their jobs.
26. At crew change:
 - a. brief relieving captain on the condition of the vessel, special instructions, etc. Make sure he is aware which generator is running and for how long.
 - b. have all crew members sign the Non-Injury Report and forward or bring the report to the home office.
 - c. Advise the home office of any problems affecting the crew or vessel.
 - d. turn over to relieving crew a sparkling clean, well maintained vessel ready to get underway.
 - e. notify the relieving captain of supplies and spare parts received and/or requested.
 - f. when unloading van for crew change, make sure all supplies, packages, luggage, etc. are unloaded. If supplies are for another boat or crew, make every effort to get them delivered correctly. Be sure all luggage, packages, supplies, etc. loaded into van or onto boat are intended to be transported by the van or the boat, respectively. Any costs incurred in correcting a crew's mistakes in this area, will be charged to that crew.
27. Perform other duties/tasks that may be assigned by the home office.
28. Follow MTS 's "Vessel Operations Guidelines."
29. Attend MTS annual captains' lunches with management to discuss all issues affecting MTS vessels, passengers, charterers, crews, etc.
30. Follow, enforce, and perform all programs, policies, procedures, guidelines, etc., as they appear in the Vessel Handbook, or as otherwise instructed by a member of MTS management.
31. Follow and enforce your vessel security plan and the security plans of all charterers and port facilities where you operate.
32. Maintain all PPE, safety equipment, EPIRBS, life rafts and life preservers in a state of readiness and availability for immediate use.