

JOB DESCRIPTION OF MATE

Revised 1/14/12

On MTS vessels having two crew members with 100 Ton Masters Licenses and FCC Marine Radio Operator Permits, one is the captain or master of the vessel and the other is the mate. A mate cannot assume the duties and responsibilities of a captain without prior approval and promotion to a captain's position by MTS management. As with all other crew members, the mate receives and executes all assignments and commands given by the captain. He/she actively participates in all safety and environmental programs including emergency drills. A mate practices good safety at all times, complies with all MTS rules and procedures, and always strives to provide prompt, "First Class" service to the company leasing the vessel.

Specific Duties and Responsibilities

1. Relieve the captain in navigating and operating the vessel when necessary. Captains are to be at the helm or by your side when the vessel is loading or unloading at a rig or barge, or at any time the vessel is traversing channels, traveling in a channel, traveling in fog, traveling in inlets, maneuvering into or out of a docking facility, or whenever traffic, grounding, or debris may be a problem.
2. Make appropriate entries into vessel logs, records, and other reports when operating the vessel or when so directed by the captain.
3. In the event the captain is unable to operate the vessel and is incapable of performing his/her duties because of illness or injury, the mate assumes command of the vessel, and is responsible for notifying the dispatcher and the MTS office of the emergency situation. The mate then operates the vessel and carries out all duties of the captain until relieved of the responsibilities or assigned command of the vessel by an authorized MTS manager. In the event of sudden death or loss of the vessel captain, the mate will immediately notify the U.S. Coast Guard and the MTS office.
4. Report immediately to the captain, incidents, hazards, problems, unsafe conditions which could cause damage to the environment, the vessel and/or other vessels, and/or injury or harm to crew members, passengers or others.
5. At crew change, assist the captain in completion of all paper work that is required by the MTS office and brief the relief mate on conditions on the vessel, etc. Ensure that a well-cleaned and orderly vessel is ready for operation by the relief crew.
6. Perform other tasks and duties assigned by the captain or MTS management. The mate should not consider himself/herself too good to do menial or dirty work. Assist the engineer in the performance of his/her duties and other tasks. Assist the deckhand in the performance of his/her duties and other tasks. Assist other MTS

personnel in the performance of tasks on the vessel, while at port, on dry dock, or away from port.