



# OSG

## Job Posting Bulletin

Position	Department
Crewing Coordinator	US Flag-Marine Labor Relations
Location	Reports To
Tampa	Vice President, Marine Labor Relations

### Core Responsibilities

#### **Purpose of the Position:**

Ensure that all OSG vessels are properly crewed at all times, ensuring crew meet legal requirements for position, coordinate travel and paperwork. Supervise crew payroll to ensure accurate and timely payment of wages and develop and maintain all appropriate record keeping in accordance with all standards (internal and external).

**Core Job Functions:** List the most important, most frequent and most difficult tasks to be performed by this position that best represent its scope.

- Maintain manning levels to meet operational and maintenance requirements with qualified crews in compliance with Collective Bargaining Agreement, licensing and other necessary qualifications and maintain a crew list for each vessel
- Ensure seagoing employees are paid timely and properly by verifying value skills submissions, creating compensation statements, updating database and keying days worked for payroll (Tug/Barge)
- Timely coordination of the seagoing recruiting process including, but not limited to:
  - Manage job bid process (Tug/Barge unlicensed positions and Assistant Engineers)
  - Manage Marine Supervisor Open Position Process (Tug/Barge)
  - Screen and interview candidates
  - Coordinate with Training and Labor Relations to maintain accurate files of all applicants and resumes and update applicant tracking software timely
  - Report new hires as required (FL New Hire, DOR Background Checks)
  - Coordinate pre-employment physicals, background checks and transportation
- Review and verify seafarer qualifications and ensure copies are kept in personnel file
- Coordinate orientation at Tampa office for seagoing employees as appropriate
- Work with Marine and Technical Superintendents to ensure new hires meet core competencies and have demonstrated knowledge and understanding of the MS (Management System)
- Work with Admin Asst, Labor Relations and Manning to create and maintain manual and/or electronic filing system(s) to enable rapid, dependable retrieval of information for Marine Personnel team, maintain all Marine Personnel files including medical files for new hires and current employees, ensure HRIS is updated timely and is being fully utilized to its highest capability and ensure the completion of all record keeping requirements
- Process monthly invoices for crewing costs, review invoices for accuracy, code and advance for payment, resolve discrepancies with carriers, payroll and the company and complete reports for management as requested
- Serve as primary on call person to handle crewing issues outside normal working hours
- Maintain a thorough knowledge of the terms of Collective Bargaining agreements
- Maintain contact with seagoing personnel to ensure their expectations are understood and met
- Prepare letters of service, reports, charts and graphs as required
- Advise and assist operations teams to ensure that all core requirements are applied and administered equitably and consistently
- Identify and recommend solutions for current and anticipated short-term manpower problems and manage job bid process
- Participate in training needs assessments in support of overall seagoing personnel strategy
- Provide support to VP, Marine Labor Relations in responding to CBA questions and/or disputes by employees and union representatives
- Represent OSG in a professional manner to provide efficient and economic service to all customers

#### **NOTE:**

OSG encourages the promotion of qualified employees from within the company for vacant jobs whenever possible. Internal job postings are posted on and off-shore in hopes of providing all OSG employees opportunities for advancement and development.

Applicants are required to notify their current supervisor when applying for an internal position. Those interested candidates must complete an internal application form. A resume may be included if desired.

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### Qualifications

**Core Competencies:** Provide the essential qualifications and attributes (skills, experience, education, certifications etc.) necessary to perform this job.

- High school diploma required
- Two to five years prior work experience directly related to crewing of ships and tug/barge units or similar business or activities, such as dispatching, or travel agent required.
- Experience in a union environment preferred.
- Working knowledge of Coast Guard regulations, collective bargaining agreements and tug, barge and ship operations preferred
- Strong computer skills and working knowledge of Microsoft Office products required
- Basic knowledge of general HR processes preferred

**Significant Factors:** Identify important factors relevant to this position such as the ability to work under pressure, managerial and project management skills, ability to communicate effectively, ability to work collaboratively and gain consensus, build high performance teams, exceptional technical skills, budget responsibilities, travel requirements, interpersonal skills, etc.

- Ability to communicate both verbally and in writing across all levels of the organization in a clear and concise manner
- Highly developed organizational skills and ability to prioritize
- Sound judgment, with decisive, consistent and fair decision making
- Independent, highly motivated self-starter
- Excellent problem solving and conflict resolution skills
- Ability to adapt well to changing priorities and situations without a loss of effectiveness
- Ability to drive long distances (up to 5 hours) and/or travel by air to various US ports possibly requiring overnight stays
- Ability to board vessels in port (requires using a gangway with a grade of 30-60 degrees)
- Ability to climb ladders and navigate over uneven surfaces during vessel visits
- Ability to board vessels at anchor (climb a Jacob's ladder from a water taxi)
- Possess good sensory perception (sight, smell, hearing, touch)
- Willingness to remain accessible for communication and consultation on an around the clock basis and work unusual hours, including nights and weekends as required

### Posting Contact (Applications and/or Questions)

[www.osgcareers.com](http://www.osgcareers.com)

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