

Chief Officer - job description

Rank / Position	Chief Officer
Department	Deck
Reports to	Master

Duties, Responsibilities and Accountabilities

Main requirements:

- Chief Officer (Reg. II/2 Par. 1-2)
- GMDSS Radio Operator (Reg. IV/2)
- Advanced Liquefied Gas Tanker Cargo Operation A-V/1-2-2
- Minimum of 3 years total sea time in rank (combined with Master)
- Minimum of 6 years total sea time on board of this tanker type. (combined Master)
- Strong LNG cargo expertise. Preferably LNG and LPG experience
- Strong STS (Ship to ship operation) track record. Preferably under different circumstances (Underway, at anchor, with and without STS Master assistance)
- Cargo hose and LNG bunkering equipment handling expertise/ experience
- Azimuth – Ship Handling expertise

Main Responsibilities:

- Compliance with safe working practices
- Safe navigation during watchkeeping
- LNG bunkering/ STS cargo transfer pre-planning
- Ability to review and assessment of bunkering specific cargo documentation like Jpbo, compatibility assessment, optimoor mooring analysis
- Maintenance and setup of LNG bunkering equipment
- Safe and efficient cargo operations and documentation
- General planning of deck maintenance and deck department operations
- Issue and enforcement of appropriate permits to work
- Ship's stress and stability
- Environmental management
- Ballast management
- Garbage management
- Crew training and development
- Crew appraisal process
- Crew welfare
- Crew disciplinary process
- Fresh water supply, quality, consumption and storage
- Coordination of emergency response at the scene of the incident
- Safe launching of lifeboats and rescue boats
- Speaking up if/when unsafe practices or conditions are identified

Monitor:

- Crew compliance with safety and hygiene requirements at all times
- Comply with the Company's SMS, EMS and international standards and regulations

Act as:

- Substitute for the Master when required
- Navigational Watchkeeping Officer / Cargo Watchkeeping Officer
- Ship Safety Officer:
 - Ensure implementation of safety policies and practices including familiarization of all crew and Behaviour Based Safety (BBS)
 - Ensure operation, maintenance and service of all safety and emergency equipment, such as LSA, FFE and Gas Detection equipment

- Regularly inspect and monitor all ship areas
- Monitor crew for safe working practices
- Arrange emergency drills in accordance with BSM Drill Plan
- Ensure maintenance of all cargo gear and report any defects to the Master and Chief Engineer
- Report any Unsafe Conditions, Unsafe Acts, Accidents and/or Dangerous Occurrences to the Master with recommended corrective actions
- Ensure Ship Safety Committee meetings take place according to company policy and submit minutes to the Head of the Committee (Master)
- Must hold recognised Safety Officer qualification before joining a tanker

- Ship Environmental Officer:
 - Ensure and promote compliance with the Company's Environmental Management System (EMS) and all environmental regulations such as MARPOL, Flag State and Port State
 - Maintain Oil Record Book Part II / Chemical Record Book (if applicable)

- Designated Training Officer (DTO):
 - Identify training needs of officers and crew in deck department
 - Arrange and supervise practical and theoretical training on board
 - Act as mentor to all crew, including Cadets, assistants and trainees
 - Supervise effective cadet training and development through PAL Cadet Training, Training Record Books and Journals
 - Complete specific training documentation according to BSM policy
 - Monitor status of the Competency Management System
 - Ensures LNG Bunkering related training requirements are adhered to

- Role model for leadership and exemplary personal conduct
- Member of the Ship Safety Committee
- Behaviour Based Safety Observer

Cargo related duties:

- Ensure safe and efficient loading, carriage and discharge of cargo
- Verify compliance with charterer's instructions
- Ensure ship is ready in all respects to receive and discharge cargo
- Prepare cargo plan including stability calculations and write the "In port" standing orders relating to cargo
- Assign deck personnel to cargo watches
- Keep pump room bilges free from oil and/or water (when applicable)
- Review of JPBO, compatibility assessment as well as Optimoor mooring analysis

Other duties and responsibilities:

- Assign daily tasks to deck and catering personnel with regular follow up and supervision
- Controls work and rest hours of Deck and Galley department personnel
- Supervise mooring/unmooring and anchoring operations when required
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- Liaise with Chief Engineer with regard to stability and stress when bunkering
- Supervise the control and requisitioning of all inventory assigned
- Report any non-conformities or defects
- Promote good working and social relationships on board
- Keep deck department records, plans and manuals as per BSM policy
- Follow the requirements of the Competency Management System (CMS)
- Perform additional tasks as assigned by the Master

Note: A Trainee Master will perform duties similar to those of a Chief Officer, as assigned by the Master.

Note: A Chief Officer assigned to “day work” duties only, performs a minimum of 6 navigation watches per month to maintain his navigational and ship handling skills. He selects any of the watches to fulfill this requirement.