



POSITION TITLE: Marine Technician 3 (MT3) – Master Certified	DEPARTMENT: Service
REPORTS TO: Service Manager	FLSA DESIGNATION: Full Time – Non-Exempt
DATE WRITTEN/REVISED: 05/04/2021	OWNER APPROVAL: Mike Roff
EXECUTIVE APPROVAL: KJ Roff	ASSOCIATE APPROVAL:

## POSITION PURPOSE

Marine Technician 3 – Master Certified, is classified as someone with at least (5) years’ experience within a boatyard or equivalent and has been accredited with a Master Technician Certification from an Association like ABYC, OEM Manufacture or equivalent. As a Master Certified level technician your main area of focus will be removal, repair or replacement of vessel engines, gas, or diesel, inboard or outboard, equipment like generators or davits and/or systems like thrusters, fresh water, or refrigeration to include hydraulics, plumbing and electrical as needed. You will sea trial your completed work and be accountable for the quality control of your work as well as any MT2 or MT1 associates that worked with you on the vessel or equipment. As an MT3 you will provide support to the Service Manager and as a Master Certified technician in a specialty area, you will diagnose failed equipment and estimate various repairs. You will survey vessels and prepare a bill of materials needed to repair any failing equipment and any surrounding elements in need of repair or replacement as well as calculate the hours needed to complete repairs or maintenance. You will serve as mentor to the MT2 and MT1 positions and provide feedback and evaluations to your Service Manager about their progression of their knowledge.

## ESSENTIAL FUNCTIONS

### Average % of Time

50% - Production. Depending on your certifications and your field of experience, this position is a billable roll in the duties of vessel engine, equipment and systems repair, removal, or replacement as needed. You will follow in your training and ensure all work is within code of ABYC and USCG standards. You will review and test engines and systems upon repair to ensure they are operating at optimal performance. You will provide additional feedback to customers about additional deficiencies found and future repair plans. You will clean up after all your work to ensure the vessel is cleaner then when it came in and you will quality control check all the completed work of yourself as well as any MT2 or MT1 being mentored during the project prior to the boat launching or departing the vessel in water. You will be expected to communicate patiently, effectively, and efficiently with the customer



via written RO communications, in person or via a phone conference about the repairs and possible future maintenance options.

20% - Diagnose & Triage. You will complete by assignment of the Service Manager a repair plan for failed engines or equipment to include a full bill of materials as well calculated hours for the estimate to the customer. You will review not only the failed systems but all systems to ensure that the customer is fully up to speed with the entire condition of their vessel and its systems. You will discuss repair plans directly with the customer as needed and throughout the duration of the repair and then review the final work with the customer to ensure satisfaction with support of the Service Manager.

10% - Bottom Painting & Anodes. Bottom painting is generally completed by MT1 or MT2 positions however as demand outgrows resources, an MT3 will assume bottom painting roles as needed and directed by the Service Manager. You will receive a high level of training on proper procedures in preparing a boat for bottom paint, appropriate scuff levels or how to strip entirely if needed and how to apply barrier coat and/or bottom paint as needed if not already trained.

10% - Mentorship. As an MT3 you have experience and knowledge that our MT2's and MT1's do not possess yet. Being able to grow from within is vital to our success and provides a growth path for our employees. You will be expected to mentor and train MT2 and MT1 employees and utilize them in your repair work when a second hand is needed. You will coordinate these times with the Service Manager to keep to current schedule. You will communicate in a patient and supportive way; you will teach them to look deeper into a situation to find the cause and not just the effect. You will teach proper technique in tool usage and care for the vessel during repairs so not to cause additional damages to surrounding areas of the vessel where you will be working.

10% - Housekeeping & Maintenance. It is every employee's responsibility to provide a safe and clean work environment. You will be expected to clean up after your work as well as deeper cleans to the boatyard, shop, parts room, and office as needed. You will be called upon during our off season to service our internal equipment like shop vehicles, forklifts, and equipment. As the Senior technician you will participate in larger boatyard or shop improvement projects as asked to oversee such projects from planning to completion.

## SUPPORTIVE FUNCTIONS

In addition to the performance of the essential functions, this position may be required to perform a combination of the following, with a percentage of time performing each determined by a Manger based on the requirements and needs of the company.

- Participate as a Team Player with all Departments. We work in a high paced environment and do our best to prepare accordingly. From time to time, you may be pulled from a job you



are working on to support another Technician. The ability to be flexible with your time, nimble with your movements and pivot when needed is required.

- **Inventory and Supply Management.** Most all parts will already be requisitioned for you and listed on your RO. It is your responsibility to Pick Up the parts you need to do the job, confirm they are accurate and return any remaining parts as soon as the job is complete.
- **Labor Budgeting.** Labor budgeting is done by the MT3 and approved by the Service Manager. From time to time, things get missed and we will rely on our team to review each job and its budget before beginning the work. Should you come across a discrepancy between the estimate and your scope of work, it is your responsibility to notify your manager of your findings for further evaluation.
- **Housekeeping & Maintenance.** It is every individual's responsibility to clean up after themselves. Once a week we do a deeper clean on the boatyard, shop, parts room, lobby and offices. This involves disinfecting surfaces, trash removal, bathroom cleaning, dusting, light bulb replacement and equipment cleaning.
- **Safety.** You are accountable for maintaining a safe working environment and adhering to the Marine Services Group Accident Prevention Program. You will be required to be certified on the forklift before usage, even if you have an existing certification.

## **SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITIES**

Associate must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he/she can perform the essential functions of the position, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Speak, read, write, and understand the primary language used in the workplace.
- Exceptional communication skills, both verbal and written.
- Excellent interpersonal skills.
- Critical Thinker.
- Knowledge of all departments within the company and their specific functions.
- Ability to establish and master goals.
- Ability to act independently with minimal or no direct supervision.



- Exceptional organizational skills.
- Exceptional time management and multi tasking skills.
- Knowledge of how to operate and use a computer and or tablet.
- Exceptional math and computation skills to include fractions and decimals using various forms or measurements and measuring tools.
- Experience with safe shop practices and general equipment and tool safety.

## PHYSICAL DEMANDS

- Most work tasks are performed outdoors in the natural weather elements. Temperatures can vary throughout the year based on the seasons and weather patterns. Rain gear and sunglasses are essential equipment you will need.
- Must be able to be on your feet up to eight (8) hours a day, walking and standing. Some sitting while performing repairs within an engine compartment but also to include squatting, bending, and stretching. This is a physical job.
- Must be able to maneuver through the shop as well as boatyard safely. Heavy equipment is constantly in use throughout the boatyard.
- Must be able to lift up to 75 lbs. occasionally, sometimes more with the assistance of others.
- Requires writing, grasping, sitting, walking, repetitive motions, listening and hearing ability, and visual acuity.
- Must be able to work and view from a computer monitor for small periods of time throughout the day.

## QUALIFICATION STANDARDS

### Education

High School Diploma or Equivalent Required.

Master Technician Certification in ABYC, OEM Manufacture or Equivalent Required.



**Experience**

(5) Years' experience in a boatyard or equivalent is required.

**Licenses or Certificates**

Valid, WA State Driver's License with clean driving record required.

WA State Boaters Card Preferred, you will be required to attain within 90 days of hire.

25/50 or 100 Ton Captains License Preferred.

**Grooming**

All associates must maintain a neat, clean, and well-groomed appearance per company standards.

You will be provided company branded apparel and are expected to launder regularly.

**PAY RANGE & CAREER GROWTH OPPORTUNITIES**

The pay range for this position is \$30/hr + and is based on direct experience working in a boatyard, on or with boats in a mechanical role, systems installations, or similar type environment. You must possess a Master Technician certification in ABYC, OEM Manufacture or equivalent.

Career advancement opportunities are based on experience and certifications. To be considered for a Service Manager position, you must be employed within a boatyard or equivalent for seven (7) years and have maintained your Master Certification in ABYC, OEM Manufacture or equivalent. See Service Manager job description for further requirements.

**\*\*This job description is neither an exclusive nor exhaustive list of all job function that an associate in this position may be asked to perform from time to time\*\***

**I have read and fully understand and acknowledge the expectations for this position:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_