

Job Bulletin E48 – 12/13 REPOSTED

# SCIENCE COORDINATOR

Classification: Administrator I
Part Time, .50 FTE
Application Deadline: Open until filled

## **ABOUT THE CALIFORNIA MARITIME ACADEMY:**

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

## **MAJOR RESPONSIBILITIES:**

- Direct/manage Golden Bear Facility (GBF) Science Team members and coordinate activities with Director,
   Engineering Manager and Quality Officer. Coordinate kick-off meetings prior to the start of testing to review the critical logistical, technical, and administrative aspects of the tests and confirm responsibilities.
- Maintain, calibrate and operate various sampling and test equipment.
- Provide support for all aspects of scientific operations including efficacy sampling system, organism concentration, log sheets, Quality Control (QC) procedures, data management, etc.
- Develop, perform and review various standard operating procedures (SOPs) including:
  - Quality Control and Checklist
  - Post Placards and Piping Line-ups
  - Preparation of Source Tanks
  - Calibration Check of Sampling System Flow Meters
  - Calibration of thermosalinograph (TSG)
  - Operation of ballast water treating system (BWTS) sampling system
  - Chain of Custody
  - TSG operation, data collection and processing
- Assist with preparation of project plans. Development and maintenance of quality documentation such as SOPs,
   Total Quality Assurance Plan (TQAP), Quality Assurance Project Plan (QAPP), etc.
- Represent CMA/GBF at various internal, national and international meetings.

## **SPECIAL REQUIREMENTS:**

This position may be required to participate in parts of the Academy's annual training cruise. Time at sea will be limited to the amount of time necessary to perform ballast testing operations during which the candidate will be required to work a variety of shifts that may include working days, evenings, weekends and/or holidays. Incumbent will be subject to an annual cruise physical and drug screening test prior to participation. In addition, the incumbent must have or be able to obtain a U.S. Passport to participate in the training cruise.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

#### **MINIMUM QUALIFICATIONS:**

- Graduate Degree in Marine Science, Oceanography or related major <u>OR</u> a combination of education and experience equivalent to five years working as a lab or field technician in charge of data collection and management.
- Ability to organize and manage various aspects of Ballast Water Management System (BWMS) research and development and type approval testing.
- Familiar with International Maritime Organization (IMO) and United States Coast Guard (USCG) BWMS type approval test protocols and SOPs.
- Demonstrated ability to operate and troubleshoot various types of scientific sampling equipment.
- Ability to represent Cal Maritime/GBF at national and international meetings through written and verbal presentations.
- Skill and knowledge in the scheduling and logistics of testing, data compilation, data analysis and reporting.
- Ability to provide direct oversight of testing staff during treatment system evaluations.
- Demonstrated ability to assist, provide technical support or supplement science team during testing operations.

#### **DESIRABLE QUALIFICATIONS:**

- Familiar with the International Standards Organization (ISO/IEC) 17025 and Environmental Protection Agency (EPA) quality system protocols.
- Demonstrated ability to troubleshoot, and collect/process data with various water quality instrumentation including Sea-bird Thermosalinograph (TSG) and various sampling sondes.
- Knowledge of ships and ship's engineering and ballast systems.

**SALARY**: Salary commensurate with experience.

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <a href="http://www.csum.edu/web/hr/careers">http://www.csum.edu/web/hr/careers</a>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointment by telephone.

**BENEFITS**: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.