

Position	Second Engineer
Department	Engine
Immediate Superiors	Chief Engineer
Direct Subordinates	Third Engineer, Fourth Engineer, Motorman

Job Summary

Responsible to the Chief Engineer for the day-to-day running of the Engine Room Department and in maintaining an environment which is without risk to the health and safety of engine room staff.

Job Details

Organisational Structure

Reports to the Chief Engineer for daily shipboard operations and the efficient and effective maintenance and repair of shipboard machinery.

Key Responsibilities

- 1) In emergency situation, responsible for emergency duties as indicated on the muster list. Pro-actively participate in any emergency duty or drill.
- 2) Carry out watch keeping duties and routine tasks as required by the vessels operational needs.
- 3) Ensure the Chief Engineer is informed of any technical problems which may affect the ship's machinery performance and efficiency.
- 4) Ensure that all routine safety and maintenance checks are carried out effectively and any faults found rectified or reported to the Chief Engineer and are recorded in PMS.
- 5) Plan and implement maintenance schedules in conjunction with the Chief Engineer. Organise the ships technical staff to carry out any maintenance work.
- 6) Ensure all working practices, by engine room staff, are carried out in accordance with Code of Safe Working Practice, Company SMS publications, M Notices, Statutory Instruments and the Chief Engineer's Standing Orders. Ensure Risk Assessment and Permit To Work systems are effectively utilised.
- 7) Responsible for ensuring all technical repair work carried out by outside contractors is of a high standard and fit for purpose
- 8) Ensure full detailed records are kept of all maintenance and repair work on the ship's electrical equipment. Planned and Unplanned Maintenance must be recorded in the Planned Maintenance System.

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- 9) Ensure that any overhauled spare parts returned to stock are suitably labelled so that reference can be made to an appropriate maintenance record.
- 10) Ensure sufficient spare parts and stores are carried on board for the planned voyages and advise the Chief Engineer when any spare parts for the ships machinery are required.
- 11) Pro-actively ensure all relevant M Notices and Safety & Technical bulletins pertaining to the Engine department are read and signed to confirm understanding.
- 12) Communicate effectively with the Chief Engineer to ensure any concerns are raised and information of an electrical, technical or operational nature can be fully discussed.
- 13) Assist and advise the Chief Engineer of any relevant technical matters to assist in the formation of dry dock and repair specifications.
- 14) Assist the Chief Engineer with the review and compliance of the company Safety Management System (SMS) and all related documents, manuals and instructions for the engine department.
- 15) Work with the Chief Engineer to conduct and maintain behaviour in the Engine department in line with The Merchant Navy Code of Conduct and company standards.
- 16) Direct, motivate, train and develop all members of the Engine Department in accordance with company standards. Proactively identify and develop staff for future promotion.
- 17) Supervise the work performance in of all staff, give guidance if necessary and provide feedback on performance to the Chief Engineer
- 18) Responsible for day to day management of performance and attendance of all engineering staff, including carrying out company disciplinary procedures and return to work interviews, in conjunction with Human Resources.
- 19) Accurate completion of the Appraisal System (MHR 223) within the timescales.
- 20) Build and maintain a professional working relationship with, onboard, shore support staff and contractors
- 21) Deputise for the Chief Engineer when required by or when the Chief Engineer is not present.
- 22) Any other task that the Chief Engineer deems relevant or necessary.

APPROVAL

Approval By

Operations Director