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North American Division

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**REPORTING:**

Reports to the Offshore Installation Manager (OIM).

**SUPERVISION:**

Supervises the Senior Mate, Chief Mate, Bosun, 2nd Mate, 3rd Mate, Dynamic Position Operator (DPO).

**LOCATION:**

Offshore location.

**PREREQUISITES / QUALIFICATIONS:**

- High school diploma or equivalent.
- Valid Unlimited Oceangoing Masters certificates, Nautical Institute Dynamic Positioning Training courses and Nautical Institute DP Certificate.
- Knowledge of all technical calculations required for the safe operation of the marine aspect of rig.
- Valid medical examination and vaccination certificates.
- Basic computer skills.

**BASIC FUNCTION:**

- Exercise overriding authority and discretion to take whatever action is required for the safety of crew, vessel and protection of the environment.
- Provide marine support to the industrial operation of the vessel.

**DUTIES AND RESPONSIBILITIES:****Operations/Maintenance:**

- Assume the required regulatory responsibility to exercise effective control and efficient operation of the vessel with due regard for the safety of the crew, the vessel, its contents and the protection of the environment.
- Ensure the rig is seaworthy at all times and maintained/operated in accordance with guidelines in the Marine Operations Manual.
- Supervise the maintenance of deck equipment, fire fighting and life-saving equipment, lifting equipment, and rig's exterior maintenance.
- Ensure conformance to local/international laws relating to the rig's operation, and strictly comply with current pollution regulations.
- Exercise overall control in maintaining the watertight integrity of the rig, loading and storage of consumables, securing of supply vessels, safe operation of helicopters, et cetera.
- Ensure materials and equipment loaded onboard are safely stowed, secured and labeled according to Regulatory requirements.
- Ensure the rig is maintained within normal safe limits of intact and damage stability, shear stress and bending moments.
- Supervise the various stages of rig moves and anchor handling/dynamic positioning operation between drilling locations and in ports.

EXHIBIT #

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- Partake in the daily operations meeting with the OIM and other rig department heads.
- In relation to the rig's trim and stability requirements, communicate with the Chief Engineer regarding the disposition, loading, ordering and use of fuel, potable and drill water.
- Administer rig's continuous surveys and renewal of statutory certificates as required by Classification Society and statutory regulations.
- Ensure the rig's navigational equipment is maintained, fully functional and that testing and calibration is carried out in accordance with Safety of Life at Sea (SOLAS) regulations.
- Maintain the rig's logbook, maintenance reports and other documents as directed.
- Capable of performing DP incident investigation.

**QHSE:**

- Ensure all life saving and fire fighting equipment are inspected, tested and maintained - ensure readiness for immediate use when required.
- Ensure compliance with environmental protections requirements as specified by Company policy and Regulatory bodies.
- Ensure that the Company QHSE policies and other programs are communicated to and understood by all rig personnel.
- Play an active part in the weekly meetings, Quality Improvement Plan program, and all other company safety management systems.
- Ensure new arrivals receive a full safety briefing and inductions on the rig.
- Ensure a high standard of hygiene and housekeeping is maintained onboard the rig.
- Coordinate weekly emergency drills along with monitoring and evaluating the deck crew response.
- Respond to all emergency protection responses as designated on the station bill.

**Personnel:**

- Competent to train new DP personnel, and assess the skill level of new and existing DP personnel.
- Meets the training requirements as per the applicable training matrix
- Mentor, develop and train crew members to ensure they are competent to work at their next job level.
- Ensure proper and relevant communication with all personnel.
- Ensure compliance with the minimum manning level in accordance with Flag Society and International Maritime regulations.
- Maintain discipline onboard and ensure compliance with Company and regulatory disciplinary procedures.
- Ensure all marine department personnel get an annual performance appraisal. Recommend promotion or disciplinary action up to and including discharge.

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