

Casual Ferry Operations Cadet

Location: Cape May, NJ

Hourly Rate: \$15.25

Opening Date: January 24, 2025

Closing Date: Until Filled

I. POSITION SUMMARY

This position is responsible for assisting the Port Captain/Port Engineer with projects as needed in operations, planning, and project management. The Cadet may also be required to sail underway on deck or in the engine room. There may be occasion to assist in the Vessel Maintenance shop as a Cadet.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Port Captain/Port Engineer with writing planning documents for training, maintenance and operations. Such documents include schedules, Gantt charts, and/or spreadsheets.
- Assists in developing vessel and personnel schedules, and tracking time worked.
- Assists with documentation of processes and procedures
- Helps organize business plans and concepts, etc.
- Provides the highest level of customer service and professionalism to all internal and external customers
- May be required to assist underway as a Cadet
- May be required to assist in Vessel Maintenance shop as a Cadet
- Performs other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of principles and practices of operations management, budget formulation/preparation, and financial analysis
- General knowledge of principles and practices of business and/or public administration
- Strong analytical skills.
- Ability to appropriately handle very sensitive and confidential information
- Ability to work across all levels of the organization
- Self-motivated and able to work independently
- Proficient in PowerPoint, Word and Excel
- Effective verbal and written communication skills, able to present information to groups.
- Strong time management and organization skills
- Ability to multi-task and work in a fast-paced environment
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Freshman, sophomore, junior or senior in a Merchant Marine/Maritime Studies or Naval Studies Institute. Must have undergone a background check and be enrolled in a random drug testing program. Otherwise be subject to DRBA pre-employment background and drug testing.

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license
- Merchant Mariner's Credential (preferred)
- TWIC (preferred)

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).