



# Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140001941

**TO PROVIDE:**

Master Captain  
Contract Workers

**ISSUE DATE:**

July 12, 2019, 10:00 AM CST

**LOCATION:**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

**CONTACT:**

Rick Kinnard  
(228) 523-4147  
procurement@dmr.ms.gov

**CLOSING DATE AND TIME:**

August 2, 2019, 2:00 PM CST

## **Introduction**

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking up to three (3) Master Captain contract workers to be utilized for multiple boat tours at the Grand Bay National Estuarine Research Reserve (“GBNERR”).

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

These positions include, but are not limited to, the following:

- Operate a 100-ton vessel with up to 25 passengers inland and offshore;
- Assess weather and water conditions and conduct safe and efficient vessel operations;
- Position and maintain the boat while passengers go ashore and reload;
- Adhere to the MDMR and U.S. Coast Guard boating safety guidelines;
- Maintain an organized boat log for all boat tours;
- Assist with all U.S. Coast Guard inspections;
- Conduct safety briefings for the crew before boat operation and be available to conduct safety drills for GBNERR staff and crew for training purposes;
- Be available Monday through Saturday for scheduled boat tours;
- Perform post-trip duties including, but not limited to, washing the boat, flushing the motors, etc., ensuring the boat is well maintained; and,
- Perform other duties as assigned.

## **Minimum Qualifications**

The minimum qualifications the MDMR is seeking for this position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- **Experience:** Ten (10) years of experience related to the described job duties.
- **Licensure:** Must possess a valid 100-ton Master Captain License authorizing operation of a 100-ton vessel with up to 25 passengers, inland and offshore, and a current TWIC card.
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

## **Compensation and Hours Worked**

This position pays \$45.00 per hour for each boat tour. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected. MDMR will conduct background checks for these positions.
- Attach a copy of your current 100-ton Master Captain License and TWIC card.

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Rick Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Rick Kinnard at the above address.

The **deadline** for receiving applications is **August 2, 2019 at 2:00 p.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, at the GBNERR, or by telephone.

## **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

## **Equal Opportunity Statement**

MDMR will select the candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.