

Position: **Reference Job # MR03**

Ministry: Transportation and Highways

Working Title: **Marine Mate**

Branch: Marine Branch, Kootenay Lake Ferry

Level: Range 18

Location: Balfour

NOC Code: 2273

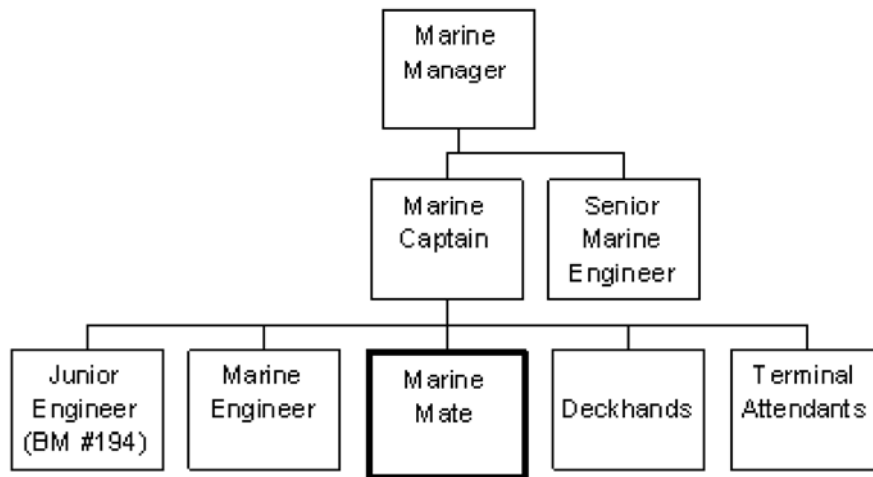
PRIMARY FUNCTION

To function as second in command of an inland lakes ferry of less than 1250 gross tonnage; to direct the loading and unloading of passengers and vehicles, train deck crew and terminal attendants, maintain the vessel and ensure adherence to regulations and standards.

JOB DUTIES AND TASKS

1. Functions as second in command of inland lakes ferry
 - a. assumes full bridge responsibilities when necessary including navigating by radar, monitoring vessel traffic and movement, conducting rough weather and freezing weather procedures, performing radio communication and docking and departing the vessel from the terminal
2. Directs the loading and unloading of passengers and vehicles on an inland lakes ferry
 - a. ensures that safety procedures are followed embarking and disembarking of vessel including monitoring the placement of apron, mooring lines and loading ramp, and ensuring load stability
 - b. instructs shore personnel in the correct marshalling of vehicles within the terminal to facilitate loading
 - c. ensures that dangerous cargo regulations are complied with
 - d. ensures that a deck watch is maintained and that unsafe conditions are reported promptly
 - e. organizes fog watch during poor visibility conditions
 - f. assigns, monitors and examines work of deck crew (3 FTEs) including recruiting, training, conducting drills and providing performance information input
 - g. maintains discipline and coordinates activities of deck crew
 - h. maintains traffic and passenger counts
3. Trains deck crews and terminal attendants
 - a. determines needs and provides training to terminal attendants in setting up traffic lanes, priority boarding and cargo regulations
 - b. determines need and trains deck crew in cleaning, repairing and maintaining vessel and equipment including scraping and chipping paint, pressure washing, painting and cleaning and maintaining safety and emergency equipment etc.
 - c. conducts emergency procedure drills and trains deck crew in the use of Self Contained Breathing Apparatus for fire fighting, fire extinguishers, fire hoses, launching life rafts, issue life jackets, evacuation ladders and other emergency procedures
 - d. organizes and monitors on-board training programs on rope work, ship structure and navigational aides etc.
 - e. provides recommendations on training, safety, procedures, and maintenance of ferry

4. Maintains vessel
 - a. inspects and directs the scraping preparation and painting of vessel
 - b. monitors the servicing of the vessel at the terminal and ensures that vessel is kept clean and maintained
5. Performs other related duties
 - a. records daily activities on activity sheets and maintains Mate log
 - b. responds to enquiries and exchanges information with the general public and ministry staff
 - c. operates tugs and barges during vessel refit
 - d. directs crew during emergencies such as during fires and when a person is overboard etc.
 - e. orders goods and services and validates acceptable condition up to \$2,000



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Have a practical understanding of marine operations to function as second in command of a passenger ferry.</p>	F	190
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of marine operations and the situation to ensure passenger and crew safety in all circumstances.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Discretion required to explain corrective requirements regarding work quality.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to manoeuver and dock vessel in all conditions.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by ministry operational policy and safety procedures and marine regulations applies accepted work methods in a different way to assume full bridge responsibilities when required.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Some financial responsibility to validate receipt of goods received in amount ordered and in acceptable conditions to allow payment.</p>	C	15

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to assume full bridge responsibilities when necessary for a passenger ferry.	E	33
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine work of deck crew (3 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to operate an inland lakes ferry.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch and hearing navigate a vessel.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand or walk.	C	12
12	SURROUNDINGS Exposure to frequent outside work in all weather conditions. (Shelter available).	C	6
13	HAZARDS Moderate exposure to hazards from frequent walking on slippery surfaces.	C	6

Total Points: 650.5

Level: Range 18