

Position: **Reference Job #MR04**

Ministry: Transportation and Highways

Working Title: **Ferry Supervisor**

Branch: Marine Branch, Needles Cable Ferry

Level: Range 18

Location: Nelson

NOC Code: 7435

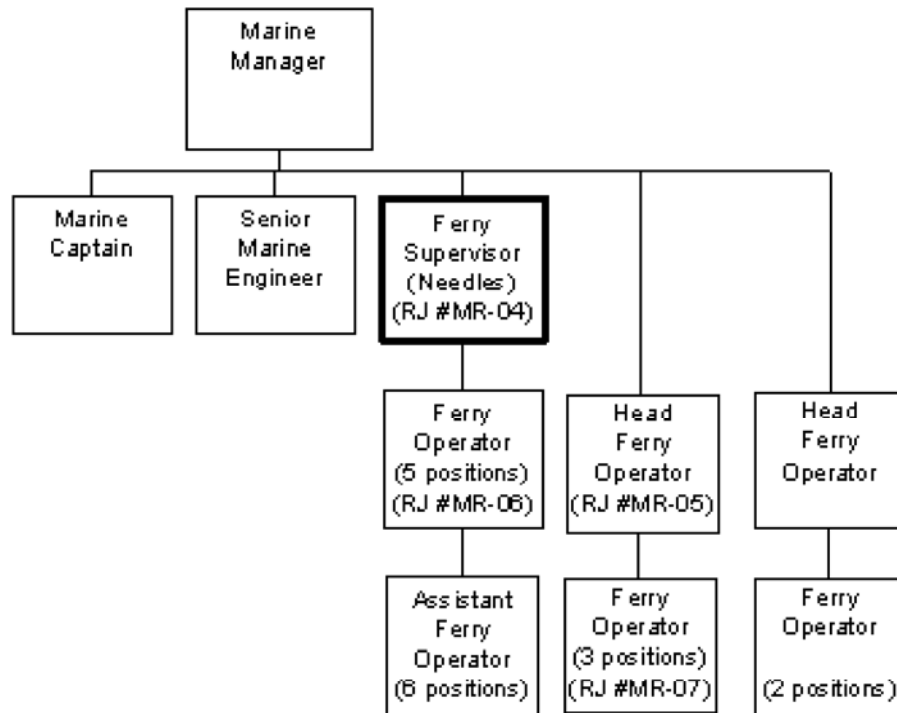
PRIMARY FUNCTION

To be responsible, as a land-based supervisor of several two-person crews, for the administration of shift operations and repairs for a 40 car, 150 passenger capacity (carrying approximately 200,000 vehicles per year) cable ferry system (including the ferry, ferry landings, machinery, and buildings) operating as part of a numbered highway route.

JOB DUTIES AND TASKS

1. Prepares refit lists and oversees the refit of the vessel
 - a. notes the major and minor defects between refits
 - b. ensures that the refit list of work to be done is complete
 - c. oversees the refit at all phases and ensures the work is carried out promptly and at an acceptable level of quality
2. Supervises the work of five ferry operators and six assistant ferry operators (11 FTE's)
 - a. administers the BCGEU Master and Component Agreements
 - b. authorizes overtime when justified
 - c. prepares employee appraisals
 - d. initiates disciplinary action when appropriate
 - e. inducts new employees and provides orientation
 - f. initiates and arranges training programs
3. Ensures that the cable ferry's machinery and ancillary equipment is operative and maintained in peak condition at all times
 - a. carries out or supervises the completion of the prescribed maintenance routines for all machinery and ancillary equipment
 - b. carries out repairs or supervises all repairs to the main operating machinery and ancillary equipment carried out by staff or contractors
 - c. verifies the completion of maintenance, overhauls, repairs, and rebuilding of machinery and ancillary equipment by staff and contractors in order that the Marine Manager can certify satisfactory contract performance
4. Ensures that all phases of ship board maintenance are carried out
 - a. checks onboard equipment, condition of paint work, bright work and cleaning
5. Ensures that the ferry's terminal equipment and buildings are maintained
 - a. checks the machinery and building for operational efficiency, quality of repair and appearance
 - b. checks the buildings for cleanliness

6. Ensures that safety and lifesaving equipment is available and has been certified fit for use both at the terminals and aboard the vessel
 - a. checks equipment and dates of last certified tests/inspection
 - b. ensures that the equipment meets all prescribed regulations
7. Performs other related duties
 - a. ensures that a safe work environment exists at all times and the ferry is operated in a safe manner
 - b. meets and deals with the public in a tactful and courteous manner on matters concerning the cable ferry operations



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Have a practical understanding of cable ferry repair and maintenance to be responsible for the administration of multi-shift operations and repairs of a high volume vessel-type passenger cable ferry operating as part of the numbered provincial highway system.</p>	F	190
2	<p>MENTAL DEMANDS</p> <p>Judgement to analyze operational needs and mechanical maintenance and repair requirements and choose an approach using a combination of accepted procedures, techniques and equipment to supervise the Needles vessel-type cable ferry, operating as part of the numbered provincial highway system.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to appraise and discipline ferry operating staff.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to walk on wet unstable surfaces while onboard the ferry.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general procedures or instructions, selects alternative courses of action to supervise the operation and maintenance of the Needles Cable Ferry, operating as part of the numbered provincial highway system.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to authorize overtime.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to supervise the full maintenance and repair of ferry equipment.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise workers, appraise employee performance and take disciplinary action (11 FTEs).</p>	DG	23
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Considerable care and attention to be responsible for a cable ferry carrying up to 150 members of the public as well as crew.</p>	E	40
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration and attention to detail to visually and by hearing inspect operations frequently.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Relatively heavy physical effort to occasionally move or carry heavy weights while carrying out repairs.</p>	D	18
12	<p>SURROUNDINGS</p> <p>Exposure to all weather conditions frequently (shelter available).</p>	C	6
13	<p>HAZARDS</p> <p>Moderate exposure to hazards from working around moving equipment frequently.</p>	C	6

Total Points: 635.5

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