THE CORPORATION OF THE MUNICIPALITY OF RED LAKE- JOB DESCRIPTION

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| **Job title** | *Boat Monitor / Captain in Training* |
| **Department** | *Operations* |
| **Reports to** | *Operations Supervisor* |
| **Direct Subordinates** | *N/A* |

**Job purpose**

As a member of the crew of the Miss McKenzie II the Boat Monitor will act as the crew member in charge of an engine room watch. The Boat Monitor will train with Ferry Operator in order to log enough hours and experience to achieve their Masters Limited License.

**Duties and responsibilities**

1. To encourage and promote attitudes toward safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
2. Perform other duties and tasks as assigned from time to time by the Operations Supervisor.
3. Monitor passenger boarding and disembarking procedures to ensure a safe and orderly process.
4. Assist with regular inspections of the ferry to ensure it meets safety standards and report any maintenance or repair needs to the appropriate authorities.
5. Assist passengers with any inquiries or concerns they may have during their journey.
6. Enforce safety regulations and maintain a safe environment for all passengers on board.
7. Provide clear and concise instructions during emergency situations, including evacuation procedures.
8. Maintain accurate records of passenger counts and collect fares as required.
9. Communicate effectively with the ferry captain to ensure a seamless operation.
10. Perform minor cleaning tasks to maintain cleanliness and tidiness on board the ferry.

**Qualifications**

1. Equivalent to Grade 12 secondary school education.
2. Ability to climb the ladder and perform pre-op procedures in ~~the cramped~~ engine room.
3. Must be legally capable of driving vehicle on provincially regulated road systems.
4. Possess excellent communication and customer service skills.
5. Ability to remain calm and composed during emergencies and handle stressful situations.
6. Strong attention to detail and ability to follow instructions.
7. Basic knowledge of boat safety procedures is preferred but not required (training will be provided).
8. Ability to work in a team environment and collaborate effectively with others.
9. Availability to work flexible hours, including weekends and holidays.

**Working conditions**

The Boat Monitor will work on the Miss McKenzie II Ferry for 40 hours a week. Temperature conditions will range from very cold to very hot. The Monitor will daily be required to enter the engine room (Limited space).

**Physical requirements**

This job requires the performance of duties resulting in only normal physical fatigue caused by occasional periods of light physical effort.

**Working Relationship**

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1. Regular contacts with the Ferry Operator.
2. Regular contact with the general public.
3. Regular contact with the Operations Supervisor.

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| **Supervisor Approval:** |  |
| **CAO Approval:** |  |
| **Date approved:** |  |
| **Review Date:** | May 30, 2023 |