

HMC MANAGEMENT JOB DESCRIPTION

TITLE: DECKHAND I/PURSER (full-time/part-time)
Department: Transportation
Reports To: Island Manager

Summary

As assigned, performs duties of Deckhand and Purser for the Herron Island ferry that transports passengers, vehicles, goods and services to and from Herron Island.

Required to:

- ✓ work split shifts, weekends and holidays on a regularly scheduled basis;
- ✓ carry a pager and respond immediately to provide emergency transportation when notified by Fire or Police services; and
- ✓ work under direct supervision of the duty captain and/or senior captain.

Essential Functions

Open and close gates, secure vessel at loading dock, raise and lower ramps, control and direct vehicles and passengers on and off the ferry. Assist ferry captain or mechanics in diagnosing and repairing mechanical and electrical systems. Ability to perform crew drills as required by Coast Guard regulations. Check all vehicles and walk-on passengers for valid identification before allowing access to the ferry in accordance with Ferry Access Policy. Collect correct fares for passengers and vehicles using the Ferry. Reconcile trip logs and collected fares. Deliver trip envelopes and passenger logs to HMC Office on regularly scheduled basis accounting, for all scheduled and shuttle trips. Assist captain in maintaining Coast Guard counts of vehicles and passengers.

Peripheral Functions

Perform general maintenance on the vessel and at the terminals. This includes emptying trash receptacles, sweeping dock and ramp free of trash, and picking up trash from parking areas.

Provide information in a courteous and helpful manner to members and guests about ferry service.

Skills, Knowledge and Abilities

- Knowledge of safety hazard procedures and safety standards for passenger carrying vessels and related facilities.
- General knowledge of marine mechanical, electrical and hydraulic systems used on vessels of similar tonnage.
- Ability to operate mechanical equipment and perform preventive or minor maintenance.
- Ability to understand and follow oral and written instructions.

- Ability to communicate courteously and clearly with the public and crew.
- Ability to work accurately with numbers and money.
- Basic seamanship skills such as knot tying and line handling.

Education and Experience

Passenger and vehicle ferry experience preferred or any equivalent combination of education and experience which provides the skills, knowledge, and ability necessary to perform the work.

- Two years experience on vessels of similar tonnage is preferred.
- Valid First Aid and CPR certification.
- Valid Washington State driver's license.
- May be required to have Coast Guard Document.
- Candidate must be able to report to first daily run from island side.

Working Conditions

Work is performed in the mainland ferry line and on the ferry in all types of weather. Work requires exposure to gas and diesel fumes, potentially hazardous materials, high noise levels, and mechanical equipment. Occasionally work may be performed in small, confined spaces or at heights up to 20 feet.

Physical Requirements

Must be able to lift 80 pounds. Must be physically capable of standing, climbing, kneeling, and stooping and able to scale heights up to 20 feet. Good hand-eye coordination required. Physical health, vision, and hearing must meet applicable Coast Guard standards. Must be able to work in all weather conditions. Must satisfactorily pass random drug tests.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

Last Update: 02/11/11