



Hat Island Community, Inc.
3616 Colby Ave, PMB 335
Everett, WA 98201



Job Description

Job Title: Relief Captain, Hat Island Ferry, an Inspected Passenger Vessel

Classification: Contracted, part-time
Pay: \$24 - \$27 dollars p/h DOE (overtime after 40 hours)

Reports To: Reports to the Island Manager through the Port Captain Vessel Master

Purpose: To provide relief passenger vessel service to Hat Island Residents and their invited guests in a safety oriented professional manner.

Position Overview: The vessel performs scheduled runs between Everett and Hat Island with supervision of up to two deck hands. Yearly USCG inspections are performed. There are occasional charters.

Schedule: Works on a scheduled basis for training leading to taking full responsibility for the vessel as scheduled. **Works primarily one to four shifts per month** (a shift can be from 3 to 11 hours depending on day) or as scheduled for emergency relief for illness, vacations or other assigned work such as private charters etc.

Minimum Qualifications Required

Education: High School Diploma or Equivalent

Experience: 5 years experience as Master of a motor vessel

Licenses, Certifications and/or Registrations: USCG 100 Ton Masters License

Specialized Skills: Passenger Ferry Operations, Customer Service,
Problem Resolution, Supervision

Responsibilities: Incumbent is responsible for:

- Ensuring the safe operation of the vessel, the safety of the crew and passengers.
- Ensures compliance with USCG regulations.
- Supervises the loading and unloading of passengers/cargo to ensure maintenance of safety standards. Complies with vessel load capacity limits.
- Attends to passengers with special needs and makes appropriate accommodations.
- Supervises crew in performance, operations, maintenance/repair, training, security, and environmental protection.
- Provides the primary Captain and Island Manager with performance feedback of each crew member and associated staff supporting ferry operations.
- Ensures that vessel is clean, orderly and presentable prior to each day's runs. Cleans during day as necessary.
- Ensuring that the head is pumped prior to scheduled runs or as required.
- Attends to passenger with special needs (ADA).

- In coordination with the Vessel Master, maintains the vessel in operational condition and performs repairs and adjustments within Master's skills as required.

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- Performs daily, weekly, monthly and annual checks and services and scheduled preventative maintenance as scheduled by the Port Master. Maintains logs and other required recordkeeping in compliance of maritime regulations or Hat Island policies and procedures.
- Ensure accurate financial records are maintained on passenger numbers and ensure safe control of cash and tickets.
- May perform or supervise the performance of maintenance work such as painting, small repairs, mechanical and other related work. If repairs are needed, they are to be reported to the Island Manager/office for approval and scheduling by crew or outside contractors.
- Fresh water wash-down the Hat Island Ferry in Everett on Thursday? or Saturday between runs.
- Submits any purchases exceeding \$50.00, except for fuel, in writing for approval by the Port Captain, Island Manager or the Board of Trustee member in charge of vessels if the Island Manager is not on the island.
- Weather permitting; adhere to the ferry schedule as posted by the office.
- Time off for any reason, must have prior approval from the Island Manager or the Board of Trustee member in charge of vessels if the Island Manager is on vacation.
- Turns in completed weekly passenger counts, cash and tickets to Island Office every Sunday.
- Performs errands on the mainland as directed by Island Manager. Mileage will be paid for any errands for the community.
- Ensuring the trash dumpster at the public boat launch is opened as needed when the Hat Island Ferry completes it's run from the island to Everett.
- Pumps gas for the island residents on per published schedule
- Ensures that safety drills are conducted every month. These drills will be entered in the Safety log and noted on your Hat Island Passenger Manifest.
- Works on the vessels while in port or completes assigned projects as directed by the Vessel Master or Island Manager.
- Resolves rider problems and complaints as appropriate. Refers more complex issues to the Island Manager.

Key Success Factors:

- **Is available for relief work and is reliable in meeting scheduling commitments.**
- Rules for *Hat Express* are enforced firmly and evenly.
- Hat Island Ferry maintains posted schedule except when doing so would pose a hazard to operation.
- Hat Island Ferry is operated safely and within existing island policies and appropriate Coast Guard regulations, she is prepared for and passes her USCG inspections.
- Passengers are assisted with cargo and in embarking and disembarking vessel
- Hat Island Ferry is maintained with all scheduled maintenance checks and services performed on time. She is clean and ready for operation
- Hat Island Ferry is constantly being improved, upgraded and refitted as normal wear and tear occurs.

- Minor repairs are made by crew when possible and items requiring outside assistance are brought to the attention of the Vessel Master or Island Manager.
- There are few if any customer service complaints registered with the office.

Work Environment: Work is performed both indoors and outdoors in all weather conditions both day and night. Master pilots the vessel in a wide array of weather and sea conditions. Work is primarily done Thursdays thru Sunday. Work is performed using common cleaning products and may require work on hands and knees cleaning of areas around and behind toilets. On peak weekends passengers may become agitated by the non-availability of cargo space and the Master and crew bears the brunt of their dissatisfaction. Must be willing and able to take and pass both pre-employment and random drug tests per 46 CFR 16.210 and 230.

To Apply:

See our website www.hatisland.org under “Employment” fill out the Application Form, provide a Resume of Qualifications and include 3 professional references and scan/fax to the Hat Island Community Association Office at: 360-444-6614.

If you need additional information please contact our office at” 360-444-6611. Our office hours call in hours are: Monday – Friday, 10:00 AM – 3:00 PM.

OPEN UNTIL FILLED