

JOB POSTING



POSITION: First Mate	DIVISION: Northern Division
REPORTS TO: Captain	LOCATION: Chi-Cheemaun
TYPE: Seasonal	SAFETY SENSITIVE: Yes
UNION: No	SAFE MANNING: Yes

GENERAL ACCOUNTABILITY

The First Mate is responsible for the day-to-day management, maintenance, efficient and economical operation of the vessel Deck Department. Incumbents stand a navigational watch and are second in command of the vessel and the officer in charge when the Captain is absent.

The First Mate is in charge of all cargo operations including loading and discharging of the ship and is responsible for the safety and supervision of junior ratings crew.

KEY ACCOUNTABILITIES

The primary job duties and responsibilities for the First Mate include but are not limited to the following:

Safety and Environment

- Ensures that all work is carried out in a safe and effective manner consistent with internal policies, procedures, and guidelines.
- Always works in a manner which respects and protects the environment, consistent with internal policies, procedures, and guidelines.
- Ensures effective maintenance of watertight shell openings, loading ramps and the bow visor.
- Chairs the safety committee meetings and oversees compliance with safety procedures.
- Leads the emergency response teams for fire, evacuation and pollution and carries out Emergency Response Duties per the Muster list.

Vessel Operations

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- Effectively operates navigational aids, steering and propulsion controls, and navigational and emergency lighting systems when in charge of the navigation watch in accordance with Company Policy, Standing Orders, watch keeping procedures and collision regulations.
- Establishes procedures and supervises the efficient and economical upkeep, housekeeping and maintenance of the deck and hull.
- Responsible for routine and frequent inspections of the decks, ramps, visor and deck fittings and for maintaining a record of condition and required repairs to be carried out during the operating season and winter lay-up period.
- Plans and coordinates loading activities with Terminal employees.
- Ensures the safe mooring and securing of the vessel.
- Supervises junior officers and deck employees during loading and unloading operations.
- Provides clear direction and supervision to crew including assigning tasks, checking work performance and participating in the assessment of training needs.
- Oversees the ordering and inventory of stores and deck spares.
- Ensures compliance with all company policies, applicable laws, regulations, and good business practices; acts on non-conforming situations as required for fair and consistent application.
- Establishes and maintains effective working relationships with employees, customers, vendors, union officials, Canadian and US government officials (as applicable), auditors, inspectors, and contracted services to contribute to the company's reputation for competence and service excellence.
- Ensures compliance with Transport Canada Marine Safety Regulations, Bridge Watch Practices and Procedures, Transportation of Dangerous Goods Act, Canadian Buoyage System and Collision and Safety of Life at Sea.

Vessel Administration

- Maintains a log of vessel operations and completes timely technical and logistical reports.
- Supports internal audits in accordance with the company audit plan.

Other

- Oversees, performs, and assigns other duties as required.

QUALIFICATIONS, EDUCATION, KNOWLEDGE, WORK EXPERIENCE and SKILLS

- Qualifications, Education and Work Experience
 - High School graduation plus a minimum of 5 years of progressive marine industry experience including a minimum of 2 years experience in the operation of a passenger ferry in Canadian waters or an acceptable combination of education and qualifying experience.

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- Minimum of 2 years of recent management, labour relations, supervisory and administrative experience.
- Valid Chief Mate NC, domestic, STCW95-11
- Medical and MED's
 - Valid Marine Medical Certificate
 - STCW Basic Safety, Proficiency in Survival Craft and Advanced Fire Fighting
 - Marine Advanced First Aid + CPR
- Training and Certificates
 - ROC Marine Commercial Certificate
 - Passenger Safety Management Certificate
- Knowledge and Skills
 - Ability to read, write, understand and speak English.
 - Knowledgeable about applicable provincial and federal regulations regarding ferry vessel operations and the public transportation of passengers.
 - Skill in the operation and control of equipment and vessels, the monitoring of instrumentation and gauges, docking a vessel, passenger embarkation and debarkation procedures, and determining the appropriate course of action when dealing with complex problems.
 - Knowledgeable about interpreting and enforcing policies, labour agreements, occupational health and safety rules and working practices applicable to this position.
 - Strong organization, planning, problem solving, time management, implementation skills in project and operational environments with demonstrated ability to ensure work is completed safely, on time and on budget.
 - Ability to effectively plan, assign, coordinate, schedule and evaluate the work of subordinate employees.
 - Experience working effectively in a multi-cultural work environment.
 - Ability to establish and maintain cooperative working relationships with peers, subordinates, and representatives of other organizations.
 - Strong verbal and written communication, risk management, problem solving, and decision-making skills are required.
 - Use ABS NS5, computerized record systems, personal computers, and software programs applicable to the company and vessel.

WORKING CONDITIONS

- Mobility to work in a shipboard, marine environment at dock and in transit. Occasional exposure to adverse weather conditions. Shift work and requirement to be away from home for periods of time up to one week. Occasional requirement to respond to unplanned or time sensitive operational needs beyond standard hours of work to respond to emergencies and time sensitive matters. Ability to communicate in person and over the phone. Ability to read printed materials and a computer screen.

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APPROVED

Supervisor signature _____
Supervisor name: _____
Supervisor title: **Director,** Northern Operations

Date _____