

JOB DESCRIPTION	
<b>POSITION TITLE:</b> <b>BUSINESS UNIT:</b> <b>DIVISION:</b> <b>REPORT:</b> <b>POSITION #:</b>	Ferry Relief Mate Halifax Transit Ferry Division Supervisor, Ferry Operations 72282738, 72282739, 78616774, 78616775
Approved:	March 5, 2014

### **SUMMARY**

The Ferry Relief Mate is administratively responsible to the Supervisor, Ferry Operations. While working on a vessel, the Ferry Relief Mate is functionally responsible to the Ferry's Captain for all duties of the position to which they are assigned, including measures to ensure the safety of the vessel and passengers. While employed on Deck Force, the Ferry Relief Mate is functionally responsible to the Supervisor, Ferry Operations for maintenance work related to Metro Transit ferries and ferry terminal pontoons.

### **DUTIES AND RESPONSIBILITIES**

#### As Ferry Crew

- Conducts duties and responsibilities for the position assigned (Mate, Engineering Watchkeeper, or Deckhand) in accordance with the Ferry Operations Manual and the published ferry schedule
- Maintain cleanliness for areas assigned, shovel snow and spread urea when required to maintain safe conditions for passengers and crew
- Assist other Ferry Crew members as directed by the Captain
- Operate hydraulic ramps or overhead doors as assigned to facilitate the safe embarkation and disembarkation of ferry passengers
- Perform emergency duties in accordance with the Muster List for each ferry
- Perform security duties in accordance with the Ferry Security Plan for each ferry
- Reports any irregularities to the Captain and the Supervisor, Ferry Operations
- Other duties as required
- When Working As Ferry Mate
  - When directed by a Ferry Captain, safely navigate, berth, depart and communicate in accordance with the Collision Regulations, Halifax Harbour Regulations and Marine Communications and Traffic Services Halifax direction
- When Working As Engineering Watchkeeper
  - Conduct flash up and shut down of the ferry as appropriate
  - Maintain machinery and machinery space cleanliness
  - Complete the Engine Room Log at the end of each watch with required information

#### As Deck Force

- Perform maintenance work in support of a ferry or a ferry terminal pontoon arrangement (chipping, grinding, painting, cleaning, minor repairs, storing)

- Other duties as required by the maintenance programme

## **SUMMARY OF QUALIFICATIONS**

### **Education and Experience**

- Completion of Grade XII or equivalent
- Experience with marine electronic equipment
- Experience and demonstrated expertise with Voith-Schneider propulsion
- Experience with general deck maintenance
- Minimum (2) two years experience in a marine operation

### **Job Specific**

- Transport Canada Chief Mate, 500 Gross Tonnage, Domestic
- Current Marine Medical
- Current First Aid
- Restricted Operator Certificate
- Current Confined Space Entry Certificate

## **COMPETENCIES**

In addition to specific experience and knowledge necessary for the job, the individual will require demonstrated strength in, but not limited to, the following HRM competencies:

Customer Service: Implies a desire to help or serve others, to meet their needs. It means focusing one's efforts on discovering and meeting the customer or client's needs. "Customers" include internal colleagues, citizens, elected officials or anyone that the person is trying to help.

Communication: is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Continuous Learning: Identifying and addressing personal strengths, developmental needs and changing circumstances to enhance performance and career growth.

Initiative: Identifying and dealing with issues pro-actively and persistently, seizing opportunities that arise.

Flexibility: Managing and adjusting own behaviours to work effectively in light of new information, changing situations and/or different environments and with various people. It entails understanding and appreciating difference and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change. Easily accepting changes in one's own organization or job requirements.

Teamwork & Cooperation: The intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. For this competency to be effective, the intention should be genuine. Teamwork and cooperation may be considered whenever the subject is a member of a group of people functioning as a team.

Valuing Diversity: Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

### **RELATIONSHIPS/CONTACTS**

Reports to:                      Ferry Captain (functional)  
                                        Supervisor, Ferry Operations (administrative and functional)

This position supervises:      No supervisory responsibilities.

Internal Contacts:              Ferry Crew  
                                        HRM Staff

External Contacts:              General Public

### **WORKING CONDITIONS:**

- Shift Work on the Ferry Division Friday/Sunday time shift. Additional work in accordance with schedule and maintenance requirements. 40 hours per week.
- Possible shift adjustments of short notice in response to operational requirements may be required.
- Ferry and terminal environment, Wheelhouse, Engineering Spaces, Passenger Cabins
- Confined spaces
- Working with the public
- May be exposed to extreme weather.

### **WORK LOCATION:**

Metro Transit ferries, Alderney/Halifax/Woodside Terminals

#### **Signatures:**

##### ***Reviewed by Director:***

Director:                      **Eddie Robar, Director of Metro Transit**

Director Signature: 

Date:                          March 5, 2014

##### ***Reviewed by Human Resources:***

Name:                          \_\_\_\_\_

Signature:                      \_\_\_\_\_

Date:                          \_\_\_\_\_

