



MULTI-JOB POSTING

Why Choose Loyalist for Your Next Great Career Opportunity? The Ministry of Transportation recently procured two fully electric non-cable ferries: the Amherst Islander II and Wolfe Islander IV. These state-of-the-art vessels were designed in the Netherlands and built in Galati, Romania. Loyalist Township is thrilled to be the operator of the Amherst Islander II and looks forward to being able to operate in full electric mode once the shore-based infrastructure is complete. As we prepare for the new vessel, we are looking for new crew members to sail the three kilometers that separate beautiful Amherst Island from the mainland. The residents, businesses, and tourist of Amherst Island rely on the dedicated crew for safe passage. This hiring process will bolster the existing crew and help us to prepare for manning the new vessel.



We encourage learning and development and believe a respectful team-based workplace is an effective and healthy workplace. We offer excellent pay and benefits including an OMERS pension as well as free counselling services for staff and their families. **The Ferry Service offers opportunities for continuing education and potential to move up the ranks!** Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.



Loyalist Township invites applications for the following **permanent full-time** position, which are covered by the OPSEU Local 428 Collective Agreement:

FERRY MATE

File No: 2022-55 Ferry Mate
Hours: Average 35 hours per week, variable as scheduled
Rate: \$28.81 per hour (2022), hourly premiums up to \$1.80 for additional licensing
Closing: September 15th, 2022, 11:59 P.M.

[Apply Now!](#)

MARINE TRAINEE – NAVIGATION STREAM

File No: 2022-56 – Marine Trainee – Navigation Stream
Hours: Average 35 hours per week, variable as scheduled
Rate: \$24.95 to \$26.20 per hour, hourly premiums up to \$1.80 for additional licensing
Closing: September 15th, 2022, 11:59 P.M.

[Apply Now!](#)

MARINE ENGINEER

File No: 2022-57 - Marine Engineer
Hours: Average 35 hours per week, variable as scheduled
Rate: \$33.07 per hour (2022), hourly premiums up to \$0.80 for additional licensing
Closing: Resumes will be reviewed as they are received and the posting will be open until vacancy is filled

[Apply Now!](#)

Loyalist Township invites applications for the following **casual part-time** positions:

RELIEF FERRY MATE

File No: 2022-55 Relief Ferry Mate
Hours: Average 35 hours per week, variable as scheduled
Rate: \$28.81 per hour (2022), hourly premiums up to \$1.80 for additional licensing
Closing: Resumes will be reviewed as they are received and the posting will be open until vacancy is filled

[Apply Now!](#)

RELIEF FERRY CAPTAIN

File No: 2022-59 Relief Ferry Captain
Hours: Hours variable as scheduled
Rate: \$ 38.66 - 44.59 per hour (2022)
Closing: Resumes will be reviewed as they are received and the posting will be open until vacancy is filled

[Apply Now!](#)

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 114 between 8:30 a.m. – 4:30 p.m. or e-mail hr@loyalist.ca. If you have any questions or inquiries about the position or the Township, feel free to call the number above or email Gaurav Sharma, Supervisor of Public Transportation & Fleet at gshrama@loyalist.ca



JOB DESCRIPTION

POSITION TITLE: FERRY MATE

REPORTS TO: FERRY CAPTAIN

DEPARTMENT: COMMUNITY & CUSTOMER SERVICE

CATEGORY: PERMANENT FULL-TIME

UPDATED: AUGUST 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents and visitors of Loyalist Township and specifically those travelling to and from Amherst Island. The position contributes to the achievement of our Strategic Plan and is an essential part of the Crew that provides safe, comfortable, reliable, and timely transportation on the Amherst Island Ferry, while also providing excellent customer service. This role is required to oversee the work of Deckhands and Pursers and work closely with those positions to ensure safe transfer of vehicles and passengers on and off the Ferry by following all safety policies and operational procedures, and by maintaining current knowledge and skills regarding emergency procedures. The incumbent and deck crew maintains the vessel in ship-shape (safe, clean, operational) condition. The Mate responds to requests or enquiries from the Captain on shift as required and performs Captain responsibilities in the case of an emergency. Additionally, the role requires the willingness and ability to transition to a new vessel, including participating in all training and education and applying the new skills and abilities.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- Chief Mate, Limited for a Vessel of 60 Gross Tonnage or More; or Higher Transport Canada Certification of Competency
- Marine Emergency Duties (MED) STCW Survival Craft Certificate
- Valid Transport Canada Marine Medical Certificate
- Valid Continued Proficiency Endorsement
- Ship-handling experience on vessel(s) fitted with azimuth thruster propulsion systems
- Experience with operation of life saving and fire-fighting equipment aboard a passenger vessel
- Experience with safe loading of vehicles on vessel deck
- Experience working with the traveling public and providing excellent customer service
- Leadership experience, overseeing the work of others in a marine environment is an asset
- A degree or diploma related to marine operations, leadership or related field of study is an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the Occupational Health & Safety Act and safety-related marine regulations, and safe work practices, with ability and willingness to ensure day to day adherence to health and safety policies among deck crew
- Sound knowledge of general seamanship, marine safety, and emergency procedures
- Good interpersonal skills with a proven ability to communicate effectively with a wide variety of individuals, both the public and co-workers, in a courteous and competent manner
- Good problem-solving skills with the ability to recognize when to elevate issues to management
- Ability to resolve complaints and/or conflicts in a professional manner, using effective de-escalation techniques in difficult situations
- Team leadership skills with ability to coach and direct others
- Ability to role model teamwork, adherence to policies and procedures, and dedication and commitment to high quality service
- Interest in and ability to progress to higher licensed positions, as part of the succession plan for the Ferry operations is preferred
- Basic computer skills, including the ability to perform basic work and training using software applications
- Good numeracy and literacy skills, including business writing skills are an asset for ongoing development and advancement

KEY DUTIES AND RESPONSIBILITIES:

Transfer of Vehicles and Passengers

- Oversee safe and efficient loading and unloading of vehicles and passengers
- Maximize space and ensure safety by following safe load capacities and configurations
- Ensure proper operation of vessels ramps and alignment with shore ramp
- Oversee Deckhands to properly and safely secure and let go lines, ensuring communication procedures with the bridge is adhered to
- Assist the Captain with navigation in poor visibility as lookout
- Ensure dock slips are kept in good condition for traffic, as weather permits
- Confer with Captain regarding safe loading and unloading procedures for different weather conditions
- Mediate and diffuse any passenger disputes during loading, sailing, and unloading as needed, seeking assistance when needed from Captain, to ensure health and safety

Maintain the Vessel and Equipment in Safe, Clean Condition

- Ensure the maintenance and cleaning roster is posted in galley
- Oversee high quality performance of maintenance and cleaning by deck crew as scheduled, weather permitting
- Oversee and directs deck crew when unscheduled cleaning and maintenance is required

- Perform regularly scheduled checks to ensure fire-fighting equipment and life-saving equipment are maintained in good working condition, and are always ready for use
- Report inoperative equipment immediately to Captain
- Report worn equipment as needed to Captain and monitors condition closely until replaced

Other Duties

- Provide deck crew with safety and operational instruction as needed
- Ensure deck crew are using required PPE at all times
- In an overseeing role, advise Captain of any safety hazards observed or brought up by crew members in a timely manner and act to eliminate hazards as effectively and efficiently as possible
- In an emergency away from ferry slip, may be required to take on duties of Captain
- Investigate accidents/near misses involving vehicles or passengers and submit accident/incident reports in accordance with procedures
- Ensure crew members are assigned rotation in the pilot house for watch duty and development opportunities, and reassigned to the pilot house at the Captain's request
- Provide excellent customer service and act as an ambassador of the Township for tourists by being approachable and answering questions with courtesy and helpfulness, providing role-model example for deck crew
- Perform ship-keeping duties as required
- Stay current in knowledge and skills
- Attend various courses and meetings as required
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Provide services to both internal and external customers in a timely and courteous manner
- Work effectively as part of a team, demonstrating excellent interpersonal skills, tact, and diplomacy

Note: *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

WORKING RELATIONSHIPS:

Internal: frequent communication with staff, and Ferry Captain. Communication with other management employees, human resources, union representatives as required.

External: communication with residents and patrons.

WORKING CONDITIONS:

- Outdoor work in various and changing weather conditions that include but are not limited to snow, rain, ice, cold temperatures, and wind

- Ability to work shifts and respond to immediate emergency calls Is regularly required to attend meetings, programs, seminars, and events which may take place at different facilities, requiring travel
- Occasional moderate physical exertion and rare heavy physical exertion

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.



JOB DESCRIPTION

POSITION TITLE: MARINE TRAINEE – NAVIGATION STREAM

REPORTS TO: FERRY CAPTAIN

DEPARTMENT: COMMUNITY & CUSTOMER SERVICE

CATEGORY: PERMANENT FULL-TIME OPSEU

UPDATED: AUGUST 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents and visitors of Loyalist Township and specifically those travelling to and from Amherst Island. The position contributes to the achievement of our Strategic Plan and is an essential part of the Crew that provides safe, comfortable, reliable, and timely transportation on the Amherst Island Ferry, while also providing excellent customer service. The Marine Trainee is a unique role that requires the incumbent to perform non-licensed functions on the Ferry, while pursuing education and training to advance to a licensed position, beginning with Mate and moving up to Captain.

Success in progressing to a Mate position and willingness and ability to achieve higher licensed positions, ie. Captain, as part of the succession plan for the Ferry operations is a condition of employment.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- An OSSD or equivalency is required.
- Additional secondary school studies in grade 11 or 12 math, and courses in chemistry, physics, transportation technology, technology design, are assets.
- A degree or diploma related to marine operations, transportation, mechanical trade, leadership or related field of study is an asset.
- Ability to progress toward and achieve Government of Canada Certificate of Competency as Chief Mate, Limited for a Vessel of 60 Gross Tonnage or More; with the willingness and ability to maintain and upgrade as required by Transport Canada or other regulating bodies.
- Experience working with the public and providing excellent customer service
- Certification in, and ability to maintain: CPR, first aid, acceptable criminal reference check (CPIC)
- Experience/competency operating small vessels with outboard motors is an asset
- Transport Canada approved safe boater course or Pleasure Craft Operator Card (PCOC) is an asset
- Experience with operation of life saving and fire-fighting equipment aboard a passenger vessel is an asset
- Experience with safe loading of vehicles on vessel deck is an asset
- Leadership experience is an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated numeracy and literacy skills are required, along with the ability to learn in a classroom and hands-on environment
- Good interpersonal skills with a proven ability to communicate effectively with a wide variety of individuals, both the public and co-workers, in a courteous and competent manner
 - Good problem-solving skills with the ability to recognize when to elevate issues
 - Knowledge of the Occupational Health & Safety Act and safety-related marine regulations, is an asset
- Excellent teamwork abilities
- Demonstrated ability to adhere to policies and procedures, and follow direction in a critical situation
- Basic computer skills, including the ability to perform basic work and training using software applications

KEY DUTIES AND RESPONSIBILITIES AS TRAINEE:

NOTE: This position is defined as a Deckhand per Transport Canada requirements and will be compensated at the Deckhand rate until fully qualified and scheduled or assigned as a Mate. Qualifications are set out by Transport Canada and include classroom exams, on-board exams, sea time etc.

- Progress in knowledge, skills, and abilities, in a timely fashion as outlined in the Mate Trainee development plan (as updated from time to time)
- Progress in ability to perform all duties on deck (formerly Deckhand and Purser) with full competency in keeping with the Mate Trainee development plan. (see job descriptions for Purser and part-time Deckhand.

Deckhand Duties and Responsibilities:

- Maintain the vessel and terminals in a clean and neat condition by:
 - Hosing and sweeping
 - Scrubbing or painting deck and superstructure
 - Replenishing supplies in passenger accommodation
 - Loading supplies
 - Storing gear
 - Disposing of garbage
- Assist the Mate in providing service to the travelling public by:
 - Maintaining a neat and tidy appearance
 - Answering inquiries from the public as an ambassador of Loyalist Township
 - Maintaining a friendly, courteous, yet efficient manner
 - Directing vehicles in and out of parking space on ferry deck
 - Maintaining safe and orderly parking and flow of vehicular traffic at terminals
 - Maintaining safe and orderly entrance and exit of pedestrian and cyclist traffic

- Under direction of the Ferry Mate, perform seamanship duties such as:
 - Handling lines on securing and casting off
 - Splicing and replacing lines
 - On occasion performing some of the duties of Mate for training purposes
- Under direction of the Ferry Mate, ensure safety by:
 - Testing and maintaining firefighting and lifesaving gear
 - Carrying out lifeboat and firefighting drills
 - Chipping ice from decks and railings
 - Observing operation of de-icing system and reporting any malfunction to the ship's engineers
 - Shoveling snow from decks and terminals
- Perform other general maintenance duties required such as:
 - Painting dock-side buildings
 - Assisting in construction, repair or maintenance of facilities or docks
 - Cleaning shore facilities as required

FARE COLLECTION DUTIES AND RESPONSIBILITIES (As-Assigned):

- Will work the position of Purser as assigned;
- Collecting fares and bulk tickets, selling tickets and accounting for cash and tickets received and sold, against traffic carried;
- Preparing and delivering deposits, on a regular basis;
- See Purser job description for a complete list of duties.

WORKING RELATIONSHIPS:

Internal: daily communication with Ferry crew, occasional communication with other Township employees

External: daily communication with the traveling public, Township residents, occasional communication with contractors/vendors, external seminar and course providers, external trainers and consultants

WORKING CONDITIONS:

- Frequent and regular outdoor work in various and changing weather conditions that include but is not limited to snow, rain, ice, and cold temperatures, and wind
- Ability to work shifts and respond to immediate emergency calls
- Occasionally may be required to attend training, meetings, programs, seminars, events which may take place at differently facilities, requiring travel
- Frequent moderate physical exertion and occasional heavy physical exertion

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.



JOB DESCRIPTION

POSITION TITLE: MARINE ENGINEER

REPORTS TO: FERRY CAPTAIN

DEPARTMENT: COMMUNITY & CUSTOMER SERVICE

CATEGORY: PERMANENT FULL-TIME OPSEU

UPDATED: AUGUST 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents and visitors of Loyalist Township and specifically those travelling to and from Amherst Island. The position contributes to the achievement of our Strategic Plan and is an essential part of the Crew that provides safe, comfortable, reliable, and timely transportation on the Amherst Island Ferry. This position is responsible for operating and maintaining the vessel's propulsion and auxiliary systems and other tasks depending on rank, including responsibilities for main engines, boilers, fuel, steering mechanisms, electrical, sewage treatment, lube oil, recording and reporting on the engine's performance. Additionally, the role requires the willingness and ability to transition to a new vessel, including participating in all training and education and applying the new skills and abilities.

MINIMUM QUALIFICATIONS:

- Ontario Secondary School Diploma or equivalent
- A degree or diploma in marine engineering or related field of study is an asset
- A Certificate of Competency as Fourth-Class or better Motor Engineer issued by Transport Canada. Candidates with STCW Endorsement or having the ability to obtain one, will be preferred.
- Appropriate Marine Emergency Certification
- A valid marine medical certificate and up-to-date Seaman's service book
- Current certification in CPR, first aid and current CPIC with the ability to maintain all
- Experience with operation of life saving and fire-fighting equipment aboard a passenger vessel

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Occupational Health and Safety Act and safe working practices
- Knowledge of, and experience with, operating and maintaining engines and all operating systems (e.g., mechanical, hydraulic, electrical, heating) on board a marine vessel and familiarity with marine routines and procedures, using excellent numeracy skills, is essential

- Ability to apply knowledge of relevant sections of legislation such as Transportation Canada regulations, Canada Shipping Act and Transportation of Dangerous Goods Act
- Knowledge of emergency procedures and marine maintenance standards and procedures
- Basic Computer skills to use software for training, record keeping, and other tasks
- Good verbal and written communication skills, with the ability to be professional, concise, and accurate
- Ability to make sound and timely decisions under stressful and/or emergency conditions
- Good literacy skills, including business writing skills are an asset for ongoing development and advancement

DUTIES AND RESPONSIBILITIES:

Maintenance of systems:

- Follow all preventative maintenance procedures and update such procedures as required
- Carry out routine inspections, checks and tests as per manufacturer's recommendations and shipboard guidelines
- Oil and grease equipment regularly
- Perform oil changes
- Assist Senior Engineer and/or MTO in performing scheduled and unscheduled maintenance and/or repairs as required
- Keep all fuel, air and water lines clear and free running
- Record all maintenance, repairs and observations in engine room log as required

Operate vessel's equipment:

- Operate main engines by operating manual controls as directed from the bridge in case of failure of primary controls
- Operate all other engines, equipment, pumps, and shipboard systems as per manufacturer's recommendations and in accordance with any related regulations
- Monitor and adjust fluid and pressure levels as required

Maintenance and efficiency of engine room and other systems:

- Ensures safety in engine room by performing preventative maintenance and routine cleaning
- Maintain proper inventory of supplies for all relevant systems, such as lubricants, spare parts and equipment and notifies order requirement to the Senior Engineer
- Paint and perform other upkeep in the engine room, as required

Maintenance of plumbing and sanitary system:

- Perform regular inspections and preventative maintenance of plumbing and sanitary system
- Perform repairs and parts replacements as required
- Assist MTO Mechanical Staff in inspecting, repairing, or replacing vessel's plumbing system

Support Engineer Officer Cadet Programs and/or Oiler Training (in conjunction with other crew members):

- Support Cadet/Oiler to develop practical skills, building on theory and simulations done in classroom by introducing them to:
 - Electrical maintenance
 - Safety equipment maintenance
 - Auxiliary systems routines and maintenance,
 - Auxiliary machinery and main engine maintenance,
 - Shipboard systems
 - Emergency procedure
 - Other areas required per the training manual/program

Other duties:

- Perform ship-keeping duties as assigned
- Support the development of junior crew members by mentoring and training as required
- Perform ship-keeping duties as required
- Stay current in knowledge and skills
- Attend various courses and meetings as required
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Provide services to both internal and external customers in a timely and courteous manner
- Work effectively as part of a team, demonstrating excellent interpersonal skills, tact, and diplomacy
- Other duties as assigned

WORKING RELATIONSHIPS:

Internal: daily communication with Ferry crew, occasional communication with other Township employees

External: daily communication with the traveling public, Township residents, occasional communication with contractors/vendors, external seminar and course providers, external trainers, and consultants

WORKING CONDITIONS:

- Frequent and regular work in small industrial space with moderate unpleasant conditions such as limited air flow, temperature variations, noise; hearing protection required
- Occasional outdoor work in various and changing weather conditions that include but is not limited to snow, rain, ice, and cold temperatures, and wind
- Ability to work shifts and respond to immediate emergency calls
- Occasionally required to attend meetings, programs, seminars, events which may take place at differently facilities, requiring travel
- Occasional moderate physical exertion and rare heavy physical exertion

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.



JOB DESCRIPTION

POSITION TITLE: RELIEF FERRY MATE

REPORTS TO: FERRY CAPTAIN

DEPARTMENT: COMMUNITY & CUSTOMER SERVICE

CATEGORY: CASUAL PART TIME

UPDATED: AUGUST 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents and visitors of Loyalist Township and specifically those travelling to and from Amherst Island. The position contributes to the achievement of our Strategic Plan and is an essential part of the Crew that provides safe, comfortable, reliable, and timely transportation on the Amherst Island Ferry, while also providing excellent customer service. This role is required to oversee the work of Deckhands and Pursers and work closely with those positions to ensure safe transfer of vehicles and passengers on and off the Ferry by following all safety policies and operational procedures, and by maintaining current knowledge and skills regarding emergency procedures. The incumbent and deck crew maintains the vessel in ship-shape (safe, clean, operational) condition. The Mate responds to requests or enquiries from the Captain on shift as required and performs Captain responsibilities in the case of an emergency. Additionally, the role requires the willingness and ability to transition to a new vessel, including participating in all training and education and applying the new skills and abilities.

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

- Chief Mate, Limited for a Vessel of 60 Gross Tonnage or More; or Higher Transport Canada Certification of Competency
- Marine Emergency Duties (MED) STCW Survival Craft Certificate
- Valid Transport Canada Marine Medical Certificate
- Valid Continued Proficiency Endorsement
- Ship-handling experience on vessel(s) fitted with azimuth thruster propulsion systems
- Experience with operation of life saving and fire-fighting equipment aboard a passenger vessel
- Experience with safe loading of vehicles on vessel deck
- Experience working with the traveling public and providing excellent customer service
- Leadership experience, overseeing the work of others in a marine environment is an asset
- A degree or diploma related to marine operations, leadership or related field of study is an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the Occupational Health & Safety Act and safety-related marine regulations, and safe work practices, with ability and willingness to ensure day to day adherence to health and safety policies among deck crew
- Sound knowledge of general seamanship, marine safety, and emergency procedures
- Good interpersonal skills with a proven ability to communicate effectively with a wide variety of individuals, both the public and co-workers, in a courteous and competent manner
- Good problem-solving skills with the ability to recognize when to elevate issues to management
- Ability to resolve complaints and/or conflicts in a professional manner, using effective de-escalation techniques in difficult situations
- Team leadership skills with ability to coach and direct others
- Ability to role model teamwork, adherence to policies and procedures, and dedication and commitment to high quality service
- Interest in and ability to progress to higher licensed positions, as part of the succession plan for the Ferry operations is preferred
- Basic computer skills, including the ability to perform basic work and training using software applications
- Good numeracy and literacy skills, including business writing skills are an asset for ongoing development and advancement

KEY DUTIES AND RESPONSIBILITIES:

Transfer of Vehicles and Passengers

- Oversee safe and efficient loading and unloading of vehicles and passengers
- Maximize space and ensure safety by following safe load capacities and configurations
- Ensure proper operation of vessels ramps and alignment with shore ramp
- Oversee Deckhands to properly and safely secure and let go lines, ensuring communication procedures with the bridge is adhered to
- Assist the Captain with navigation in poor visibility as lookout
- Ensure dock slips are kept in good condition for traffic, as weather permits
- Confer with Captain regarding safe loading and unloading procedures for different weather conditions
- Mediate and diffuse any passenger disputes during loading, sailing, and unloading as needed, seeking assistance when needed from Captain, to ensure health and safety

Maintain the Vessel and Equipment in Safe, Clean Condition

- Ensure the maintenance and cleaning roster is posted in galley
- Oversee high quality performance of maintenance and cleaning by deck crew as scheduled, weather permitting
- Oversee and directs deck crew when unscheduled cleaning and maintenance is required

- Perform regularly scheduled checks to ensure fire-fighting equipment and life-saving equipment are maintained in good working condition, and are always ready for use
- Report inoperative equipment immediately to Captain
- Report worn equipment as needed to Captain and monitors condition closely until replaced

Other Duties

- Provide deck crew with safety and operational instruction as needed
- Ensure deck crew are using required PPE at all times
- In an overseeing role, advise Captain of any safety hazards observed or brought up by crew members in a timely manner and act to eliminate hazards as effectively and efficiently as possible
- In an emergency away from ferry slip, may be required to take on duties of Captain
- Investigate accidents/near misses involving vehicles or passengers and submit accident/incident reports in accordance with procedures
- Ensure crew members are assigned rotation in the pilot house for watch duty and development opportunities, and reassigned to the pilot house at the Captain's request
- Provide excellent customer service and act as an ambassador of the Township for tourists by being approachable and answering questions with courtesy and helpfulness, providing role-model example for deck crew
- Perform ship-keeping duties as required
- Stay current in knowledge and skills
- Attend various courses and meetings as required
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Provide services to both internal and external customers in a timely and courteous manner
- Work effectively as part of a team, demonstrating excellent interpersonal skills, tact, and diplomacy

Note: *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

WORKING RELATIONSHIPS:

Internal: frequent communication with staff, and Ferry Captain. Communication with other management employees, human resources, union representatives as required.

External: communication with residents and patrons.

WORKING CONDITIONS:

- Outdoor work in various and changing weather conditions that include but are not limited to snow, rain, ice, cold temperatures, and wind
- Ability to work shifts and respond to immediate emergency calls

- Is regularly required to attend meetings, programs, seminars, and events which may take place at different facilities, requiring travel
- Occasional moderate physical exertion and rare heavy physical exertion

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.



JOB DESCRIPTION

POSITION TITLE: RELIEF FERRY CAPTAIN
DEPARTMENT: COMMUNITY & CUSTOMER SERVICE
REPORTS TO: ASSISTANT SUPERVISOR - SENIOR FERRY CAPTAIN
CATEGORY: CASUAL PART TIME
UPDATED: JULY 2022

POSITION SUMMARY:

This role is an integral part of service delivery to the residents and visitors of Loyalist Township travelling to and from Amherst Island and contributes to the achievement of our Strategic Plan.

The purpose of this position is to provide safe and efficient two-way marine transportation for vehicles and passengers; and to provide direct supervision to the assigned crew and perform supervisory functions for the purpose of the Collective Agreement.

MINIMUM QUALIFICATIONS:

- Ontario Secondary School Diploma or equivalent
- Master, Limited for a vessel of 60 Gross Tonnage or More; or Higher Transport Canada Certification of Competency
- Marine Emergency Duties (MED) STCW Survival Craft Certificate
- Valid Transport Canada Marine Medical Certificate
- Valid Continued Proficiency Endorsement
- 3 year experience of working as Master aboard a comparable vessel
- Ship-handling experience on vessel(s) fitted with azimuth thruster propulsion systems
- Good communication and supervisory skills, ability to provide leadership to a crew and to work with other crews, as needed
- Excellent interpersonal skills for interaction with the public and with management and non-management employees.

DUTIES AND RESPONSIBILITIES:

Reporting to the Assistant Supervisor - Senior Ferry Captain or other designated staff, the Ferry Captain is responsible for the day-to-day operation of the vessel(s) assigned to the Amherst Island Ferry Service and for first-line supervision of the crew.

The Ferry Captain shall perform regular duties and responsibilities as follows:

Marine Navigation:

- Navigate and dock safely in all weather conditions while keeping fuel efficiency in mind
- Maintain schedule and efficiency to the greatest degree possible given factors such as weather or emergencies, that may cause disruption
- Suspend operation due to weather, mechanical issues, or other relevant factors as needed
- Determine the ship's speed and location using navigational aids
- Document conditions and events as required in Ship's Log

Marine Safety:

- Strictly adhere to all applicable legislations and regulations including but not limited to Transport Canada regulations, Ministry of Transportation Ontario (MTO) guidelines, Canadian Labour Code, Occupational Health and Safety Act, Township policies and Ferry Service Standing Orders.
- Promote a health and safety culture by regularly holding safety talks, ensuring policies and practices are complied with, ensuring a safe work environment, addressing hazards as needed, and fulfilling all duties as a supervisor in accordance with legislation, including ensuring crew always wear required PPE
- Participate in routine Transport Canada emergency drills in accordance with, at minimum, a schedule determined by legislation, regulations, and Township policies
- Ensure ramps, deck, stairs, and all walking surfaces are maintained in a safe condition by the crew; remove ice and snow and perform sanding as needed
- Report safety concerns immediately to appropriate authorities, including Assistant Supervisor - Senior Ferry Captain, Supervisor of Public Transportation & Fleet, Ministry of Transportation, Ontario (MTO).
- Arrange with Public Works for dock maintenance as required.

Crew Supervision:

- Maintain a respectful, positive, and supportive workplace during your assigned shifts
- Ensure that all crew are aware of their duties and perform them in accordance with set procedures and practices.
- Provide regular performance feedback to the crew, ensuring positive reinforcement of performance that meets expectations is provided frequently
- Address performance concerns in a timely manner with guidance, instruction, and feedback, and ensure documentation
- In conjunction with Assistant Supervisor - Senior Ferry Captain, conduct performance reviews for the crew in accordance with processes; make note of progress in development for advancement when required
- Review time and attendance records for accuracy and completeness and approve in accordance with procedures

- Observe staff for advancement potential and make recommendations to the Assistant Supervisor - Senior Ferry Captain.
- Understand and supervise in accordance with the OPSEU Local 428 Collective Agreement, including hours of work, approval of vacations, time off in lieu and other leaves, assignment of overtime, and handling complaints
- Make note of any areas for improvement in the Collective Agreement during operations and bring them forth in preparation for bargaining
- Provide on-board training, including regular rotation in the wheelhouse, to all staff to improve their skills and their opportunities for advancement.
- Respond as Supervisor at Step 1 of the Grievance Procedure in the Collective Agreement.
- Review time sheets for accuracy and completeness and approve same.
- Monitor, coach and provide guidance to crew for performance improvement; and recommend discipline when needed.
- Require staff to report for duty wearing clean and presentable uniforms.
- Ensure that all staff communicate with passengers politely and with respect.
- Ensure each crew member has a seaman's book and is signed on and discharged as required

Operations Liaison:

- Report all incidents/near misses to appropriate authorities, including reporting fuel spills immediately; and complete documentation as required
- Address maintenance issues as able and record and forward documentation in accordance with procedures
- Report maintenance issues that cannot be immediately addressed to the next captain on duty, Assistant Supervisor - Senior Ferry Captain and if necessary, directly to MTO maintenance staff and record documentation in accordance with procedures
- Advise Assistant Supervisor - Senior Ferry Captain of any interruption in ferry service
- Maintain radio communication with Canadian Coast Guard, as needed.
- If the Assistant Supervisor - Senior Captain is unavailable, report any incidents normally reported to the Assistant Supervisor - Senior Ferry Captain to the Public Transportation & Fleet Supervisor.

Administrative Functions:

- Provide input into the development of new standing orders, policies, and procedures and other administrative tasks as requested by the Assistant Supervisor - Senior Ferry Captain or Public Transportation & Fleet Supervisor
- Participate in recruitment, selection, training, performance management, and corrective action, as required

- Monitor, review and keep the ship operating logs/documents (safe manning, insurance, licenses etc.) valid and current
- Contact Ferry Office/others to arrange for emergency relief and dock patrol staff as required
- Respond to on-board enquiries from the public and assist the crew with handling any disputes as needed
- Provide agenda items for, attend, and participate in Captains' Meetings
- Maintain availability for emergency call-back between 2:00 a.m. and 5:30 a.m. during assigned shifts; and call-in required crew as scheduled
- Post notices regarding interruption of services as required
- Complete and forward: WSIB forms, Township incident reports, Transportation Safety Board (TSB) reports, occurrence logs, etc.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal: frequent communication with staff, and the Assistant Supervisor - Senior Ferry Captain. Communication with other management employees, human resources, union representatives as required.

External: communication with residents and patrons.

WORKING CONDITIONS:

- Occasional outdoor work in various and changing weather conditions that include but are not limited to snow, rain, ice, cold temperatures, and wind
- Ability to work shifts and respond to immediate emergency calls
- Is regularly required to attend meetings, programs, seminars, and events which may take place at different facilities, requiring travel
- Occasional moderate physical exertion and rare heavy physical exertion

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.