



POSITION TITLE: MARINE TRAINEE – NAVIGATION STREAM
DEPARTMENT: COMMUNITY & CUSTOMER SERVICE
REPORTS TO: FERRY CAPTAIN (MATE FOR DAY-TO-DAY DIRECTION)
CATEGORY: PERMANENT FULL-TIME, OPSEU
UPDATED: NOVEMBER 2021
RATE OF PAY: \$27.75
CLOSING DATE: FEBRUARY 18th, 2025
HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE CAREERS [PAGE](#)

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 Ministry of Transportation 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 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.

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.