

Hat Island Community, Inc.
Job Description

Job Title: Deck Hand, M/V Hat Express, an Inspected Passenger Vessel

Classification: Seasonal, Part-time, Non-Exempt (Hourly)

Pay Scale: \$12-15/ hour DOE (Overtime after 40 hours)

Hours and Typical Work Schedule:

High Season May 18 – Sept. 4, 2017 (Up to 39 hours per week average)

Thursday 7:45 AM – 6:45 PM

Friday 3:45 PM – 7:45 PM

Saturday 7:45 AM – 4:45 PM

Sunday 7:45 AM – 6:45 PM

Low Season: Feb. – Sept. 8, 2016- May 16, 2018 (Up to 29 hours per week average)

Thursday 7:45 AM - 6:45 PM

Friday 4:45 PM – 7:45 PM

Saturday 7:45 AM – 4:45 PM

Sunday 1:45 PM – 4:45 PM

Reports To: Vessel Master

Purpose: To assist in the safe operation of the M/V Hat Express. Assist passengers and ensure their safety.

Position Overview: The Hat Express crew assists the Master in the safe operation of the vessel, secures and casts off mooring lines, assists passengers in boarding, disembarking, assists in the maintenance and upkeep of the vessel. Collects passenger fares, sells concession items, and manages the Point Of Sale system.

Minimum Qualifications Required

Education: High School Diploma or qualify for Work Study Program

Experience: Basic boating skills

Licenses, Certifications and/or Registrations: Must be willing to complete CPR and Basic First Aid training with 90 days of hire.

Specialized Skills: Must be able to lift 50 lbs., ability to climb stairs, physically able to disembark from the vessel for docking duties, ability to work in confined spaces; basic computer skills and have excellent customer service skills.

- **Participate in Federal Drug Testing Program**
- **Must be willing to complete Basic First Aid/CPR training within 90 days of hire.**
- **Participate in pre-employment background check.**

Responsibilities: Incumbent is responsible for:

- Watching for and reporting to the Master any unsafe act or condition, which may affect vessel or passenger safety.
- Assisting The Master in the operation of the vessel including but not limited to handling mooring lines, fenders, safety lines and bars.
- Ensures that vessel is clean, orderly and presentable prior to each day's runs. Cleans during day as necessary.
- Assists passengers in loading and unloading the vessel including assisting passengers up and down dock ramps (especially at low tides).
- Loads and unloads passenger's baggage.
- Processing passengers using the POS (Point of Sales) system.
- Print daily reports from POS
- Enforces established policies and procedures outlined in the Hat Express SOP and those established by Hat Island Management and the Board of Directors.
- Performs basic vessel maintenance tasks under the direction of vessel master.
- Assists vessel master in assigned tasks while vessel loiters on Hat Island or Everett.
- Pumps gas for the island residents on Saturday or Sunday between the hours of 12:00 pm and 1:00 pm. Manages all sales, cash and checks.
- Perform corrosion control including sanding and painting vessel as weather and time permits as directed by the vessel master.
- Fresh water wash down the Hat Island Ferry in Everett on Thursday between runs.
- Time off for any reason, must have prior approval from the vessel master.
- Adheres to crew checklist as defined by Vessel Master.

Key Success Factors:

- Reports for work on time as scheduled.
- Is neat in appearance and dress. Shorts are acceptable in appropriate weather
- Vessel is maintained and operated in a safe manner
- Vessel is maintained in a clean and presentable condition at all times
- Vessel is securely moored before passengers are allowed to board or disembark.
- Always wear a PFD while performing dockside operations.
- Passengers are welcomed, assisted in loading and unloading cargo and baggage and assisted when boarding and disembarking the vessel.
- Vessel manifest, cash, tickets and punch card counts are accurate.
- Enforces established policies and procedures.

Work Environment: Work is performed both indoors and outdoors in all weather conditions both day and night. Vessel operates in a wide array of weather and sea conditions. Work is primarily done Wednesday, Thursday, Friday, Saturday, Sunday and holidays. Work is performed using common cleaning products and may require work on hands and knees cleaning of areas around and behind toilets. Working with and around upset and unruly passengers may occur.

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 are: Monday – Friday, 8:00 AM – 4:00 PM.

OPEN UNTIL FILLED