



Hat Island Community, Inc.
3616 Colby Ave, PMB 335
Everett, WA 98201



Job Description

Job Title: Relief Captain, Hat Island Ferry, an Inspected Passenger Vessel

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

Pay Scale: \$25 - \$28 / hour DOE (Overtime after 40 hours)
Typically, 12 to 40 hours per month plus additional shifts as required

Reports To: Vessel Master and Island Manager

Purpose: To provide passenger vessel service to Hat Island residents and their invited guests in a safety oriented professional manner.

Position Overview: The vessel performs scheduled runs between Everett and Hat Island with supervision of up to two deck hands. Yearly USCG inspections are performed. There are occasional charters.

Minimum Qualifications Required

Education: High School Diploma or Equivalent

Experience: 5 years experience as Master of a motor vessel

Licenses, Certifications and/or Registrations: USCG 100 Ton License, Marine Radio Operators Permit

Specialized Skills: Public speaking, crowd control

Responsibilities: Incumbent is responsible for:

- Ensuring the safe operation of the vessel, the safety of the crew and passengers.
- Ensures compliance with USCG regulations
- Ensures that vessel is clean, orderly and presentable prior to each day's runs. Cleans during day as necessary
- Enforces policies and procedures outlined in the Hat Express SOP and those established by Hat Island Management and the Board of Directors
- Ensuring that the head is pumped as required or directed by vessel master.
- Assists passengers in boarding and disembarking the vessel, assists with loading and unloading baggage and cargo
- As directed by the Vessel Master, performs daily, weekly, monthly, annual checks, services and scheduled preventative maintenance.
- Ensure accurate financial records are maintained on passenger numbers and ensure safe control of cash and tickets
- If repairs are needed, they are to be reported to the Vessel Master for approval and scheduling. Every effort should be made to complete identified repairs immediately. If a repair action is deemed a "No-Sail" condition the vessel will be shut down and documented in the Ships Log.
- Fresh water wash-down the Vessel in Everett on Thursday or Saturday between runs.

- Coordinate any refueling operation with Vessel Master or Island Manager to insure appropriate credit card information and security protocols are followed.
- Weather permitting, adhere to the ferry schedule as approved by the Island Manager
- Insure passenger compliance to posted and published ferry rules are strictly enforced
- Turns in completed weekly passenger counts, cash/tickets and timesheets as required to Island Office every Sunday
- Performs errands as directed by Vessel Master or Island Manager. Mileage will be paid for any errands for the community
- If necessary, assist crew in gas pumping operations for the island residents per published schedule
- Complete safety drill training at least once per quarter
- Works on the vessels while in port or completes assigned projects as directed by the Vessel Master or Island Manager
- Time off for any reason, must have prior approval from the vessel master

Key Success Factors:

- Rules for *Hat Express* are enforced firmly, fairly and unbiased.
- Work clothing is neat and professional. Crew shirts may be available.
- Hat Island Ferry maintains posted schedule except when doing so would pose a hazard to passengers, crew and or vessel
- Hat Island Ferry is operated safely and within existing island policies and appropriate Coast Guard regulations
- Passengers are assisted with cargo and in embarking and disembarking vessel
- Hat Island Ferry is maintained with all scheduled maintenance checks and services performed on time. She is clean and ready for operation
- Hat Island Ferry is constantly being improved, upgraded and refitted as normal wear and tear occurs
- Minor repairs are made by crew when possible. Items requiring outside assistance are brought to the attention of the Vessel Master

Work Environment: Work is performed both indoors and outdoors in all weather conditions both day and night. Captain pilots the vessel in a wide array of weather and sea conditions. Work is primarily done Monday through Wednesday and on weekends. Work is performed using common cleaning products and may require work on hands and knees cleaning all areas of the vessel. Captain must maintain a high level of professionalism at all times. Captain will occasionally encounter agitated and unruly passengers. Must be willing and able to take and pass both pre-employment and random drug tests per 46 CFR 16.210 and 230.

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: 360-444-6644.

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