



## Hat Island Community Job Description



**Job Title:** Port Captain, Hat Island Community Vessel

**Classification:** Regular, Full-time, Non-Exempt (Hourly) Contracted

**Reports To:** Island Manager

**Purpose:** To operate, maintain, and provide management and supervision of Hat Island Community Vessel.

**Position Overview:** The Port Captain is the primary vessel master and operator for Hat Express. The Port Captain is the principal staff officer for all matters concerning vessel operation, safety and maintenance with supervision of up to two deck hands. The position requires a sense of “ownership” of the vessel. 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 50 ton or larger, twin engine motor vessel, with supervisory duties and full charge maintenance responsibilities

*Licenses, Certifications and/or Registrations:* USCG 100 Ton License

*Specialized Skills:* Must be good with people and have excellent mechanical skills

**Responsibilities:** Incumbent is responsible for:

- Operation of the vessel within approved budget.
- Hires, trains and terminates vessel crews including masters, ensures that proper employee records are completed prior to commencing work.
- Ensuring the safe operation of the vessel, the safety of the crew and passengers.
- Ensures the community remains in compliance with USCG regulations.
- Maintains good communications with island owners, serves in an Ambassadorial role as the community’s representative to the owners.
- Ensures that the vessel is clean, orderly and presentable prior to each day’s runs, cleans during day as necessary.
- Ensuring that the Head is pumped every Thursday prior to the evening run, or as required.
- Assists passengers in boarding and disembarking the vessel, assists with loading and unloading baggage and cargo.
- Maintains the vessel in operational condition and performs minor repairs and adjustments as required.
- Performs daily, weekly, monthly and annual checks and services and scheduled preventative maintenance.
- Ensure accurate financial records are maintained on passenger numbers and ensure safe control of tickets.
- Paint vessels as weather and time permits. If repairs are needed, they are to be reported to the office for approval and scheduling.
- Fresh water wash down the Hat Express in Everett on Thursday between runs.
- Submits any purchases exceeding \$250.00, except for fuel, in writing for approval by the Island Manager.
- Weather permitting; adhere to the ferry schedule as posted by the office.
- Time off for any reason, must have prior approval from the Island Manager.

- Turns in completed daily passenger counts and tickets to Island Office twice weekly.
- Performs errands on the mainland as directed by Island Manager. Mileage will be paid for any errands for the community.
- Ensuring the trash dumpster at the Everett Marina is opened as needed when the Hat Island Ferry completes it's run from the island to Everett.
- Operates the Island's fuel station for the island residents on Saturday and Sunday between the hours of 12:00 pm and 1:00 pm, or as scheduled.
- Checks with ferry passengers to see if they need transportation to and from their homes on the bus.
- Ensures that safety drills are conducted every month. These drills will be entered in your log book and noted on your Hat Island Passenger Manifest.
- Works on the vessel while in port or completes assigned projects as directed by the Island Manager.

**Key Success Factors:**

- Hat Island's vessel is operated within the confines of the approved budget.
- Hat Island's vessel is operated safely and within existing Island policies and current Coast Guard regulations.
- Port Captain sets the example for crew and vessels. Crew is well trained in their duties, and properly supervised. Port Captain sets a good example.
- Work is scheduled to avoid overtime and to limit out of service time.
- Passengers are assisted with cargo and in embarking and disembarking vessel.
- Vessel manifests and associated payments are accurate.
- Hat Island vessel is maintained with all scheduled maintenance checks and services performed on time; it is clean and ready for operation.
- Hat Island vessel is constantly being improved, upgraded and refitted as normal wear and tear occurs.
- Minor repairs are made by crew when possible and items requiring outside assistance are brought to the attention of the Island Manager.

**Work Environment:** Work is performed both indoors and outdoors in all weather conditions both day and night. Master pilot the vessel in a wide array of weather and sea conditions. Weekend work is a requirement of the position. Work is performed using common cleaning and marine maintenance products. On peak weekends passengers may become agitated by the non-availability of cargo space and the Master and crew bear the brunt of their dissatisfaction. Must be willing and able to take and pass both pre-employment and random drug tests per 46 CFR 16.210 and 230.

We have mandatory drug testing

Send Resume of qualification and certifications to:

[hioffice@hatisland.com](mailto:hioffice@hatisland.com)

Thanks, Kim Gleason, Island Manager