



## INTERNAL/EXTERNAL POSTING

### Marine Mate Trainee

Loyalist Township invites applications for the following position:

File No: LT-30-2019 Marine Mate Trainee  
Hours: Minimum of 25 hours per week  
Rates: \$23.05  
Closing: May 23, 2019, 4:00 p.m.

This position is covered by the OPSEU Local 428 Collective Agreement. A detailed job description is below. Please submit cover letter and résumé marked with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca)

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. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca).

The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca)

**LOYALIST TOWNSHIP  
JOB DESCRIPTION**

**JOB TITLE:           MARINE MATE TRAINEE**

**DEPARTMENT:       PUBLIC WORKS**

**DIRECTLY  
RESPONSIBLE TO: FERRY CAPTAIN**

**FUNCTIONALLY  
RESPONSIBLE TO: MATE**

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**PURPOSE OF POSITION:**

Under direction of the Ferry Mate, to assist in loading and unloading of the ferry and to perform and assist in various maintenance duties, as required. To train for advancement to Marine Mate position.

**QUALIFICATIONS:**

Equivalent to deckhand (Grade 12 education, ability to work well with ferry crew and the public, and a willingness to learn). Previous marine experience would be considered an asset.

**DUTIES AND RESPONSIBILITIES:**

1. Under direction of the Mate, maintain the vessel and terminals in a clean and efficient condition, by performing duties such as:
  - Hosing and sweeping.
  - Scrubbing and/or painting.
  - Replenishing supplies in passenger compartments.
  - Loading supplies.
  - Storing gear.
  - Disposing of garbage.
  
2. Assist the Mate in dealing with the travelling public and promoting good public relations, by performing such duties as:
  - Maintaining a neat and respectable appearance.
  - Maintaining a courteous and efficient manner.
  - Directing vehicles into and out of parking spaces, as directed by the Mate.
  - Maintaining orderly parking and traffic flow at ferry terminals.
  - Controlling entrance and exit of pedestrians and cyclists.
  - Answering inquiries regarding ferry schedules, etc.

3. Under direction of the Mate, perform seamanship duties such as:
  - Handling lines for securing and casting off.
  - Splicing and replacing lines.
  - On occasion, performing certain loading and unloading duties usually performed by the Mate.
  
4. Under direction of the Mate, ensure the safety of the travelling public, by performing duties such as:
  - Testing and maintaining fire fighting and life saving equipment.
  - Assisting in fire and life boat drills.
  - Chipping ice, salting and removing snow, as required.
  
5. Perform other duties such as:
  - Assisting in maintenance of ferry and dock facilities.
  - Cleaning shore toilets on night shift.
  - Miscellaneous assignments.
  
6. Spending extra time with Mate for the purpose of training and performing such duties as:
  - Receiving instruction on the operation.
  - Observing, participating in and assisting the Mate in his/her duties.
  - Under the direction of the Officer of the department, perform such maintenance and repair duties, as required.
  - Obtain ship board manuals and reference items for studying purposes.
  - All above duties should not conflict with regular deck hand duties.