

Job Class Profile: **Mate (First Class)**

Pay Level: **CG-33** **Point Band:** **718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	4	4	3	4	5	6	
Points	187	67	25	19	120	65	83	107	64	737

JOB SUMMARY

The Mate (First Class) is second in command and performs advanced responsible seaman, security and supervisory work on a passenger/vehicle ferry.

Key and Periodic Activities

- Ensures the safe operation of the vessel and the safety of passengers, crew and vehicles; ensures all crew members and wharfingers are accounted for and wearing proper personal protective equipment.
- Prepares ship for daily operations; checks all navigational equipment, deck machinery and shore ramps.
- Supervises and coordinates activities of deck crews; trains new crew members.
- Ensures full compliance with all policies, procedures and regulations from several governing bodies.
- Ensures the safe embarking and disembarking of passengers. Supervises the loading and unloading of vehicles and secures vehicles from shifting in adverse weather conditions.
- Ensures adherence to legal passenger and vehicle limits.
- Relieves captain; operates ship in docking and undocking in various weather conditions.
- Operates a variety of modern and electrical navigation equipment.
- Performs administrative duties and maintains various records such as attendance, overtime, Transport Canada Logs, Safety Management System Check Lists, accident reports, etc.
- Assumes an in-charge role when refueling; anchoring; berthing; conducting emergency fire or life boat drills; and security.
- Oversees and manages emergency situations such as a fire or ship evacuation. Performs weekly fire and life boat drills.
- Checks, maintains and repairs or replaces all fire fighting and life saving equipment.
- Orders all supplies and safety equipment for ship.
- Liaises with ships safety and radio inspectors on matters relating to the ships certificates.
- Assigns and oversees shipboard maintenance schedule; inspects ships hull and structures and all deck machinery and equipment; prepares required refit lists.

SKILL

Knowledge

General and Specific Knowledge:

- Transport Canada Regulations.
- Canada Shipping Act.
- Marine Policies and Procedures.
- Safe Work Procedures.
- Occupational Health and Safety Guidelines.
- Transportation of Dangerous Goods.
- Fall Arrest.
- Asbestos Awareness.

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Transport Canada approved First Mate Limited Intermediate Run Ferry or First Mate Local Voyage: Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 95 and Marine Equipment Directive (MED) Certificates A1, B1, B2, C & D. Valid Marine Medical and Marine Basic First Aid are required.

Years of Experience: Minimum: 2 to 3 Years.

Competencies:

- Ability to follow standard operating procedures.
- Ability to apply established techniques to the completion of activities.
- Ability to coordinate a range of related work or project activities.
- Ability to develop new solutions to deal with new problems.
- Ability to provide advice to others on how to solve a problem or address an issue.
- Ability to write text such as letters, policies, directives, etc.
- Ability to repair or calibrate machinery.
- Ability to operate machinery.
- Ability to conduct an assessment.

Interpersonal Skills

- A range of interpersonal/communication skills are used and include listening to information from other people and asking questions to get information; providing routine and complex information and direction to others; training, coaching and mentoring employees; gaining the cooperation of employees to complete work, address issues and/or solve problems; and from time to time dealing with upset or angry passengers and resolving disputes between people.
- The most significant contacts are with the Captain in the performance of daily activities to ensure the safe running of the ship; manager to exchange information on ship operations and for planning purposes; and with the crew regarding day-to-day operations of the vessel.

EFFORT

Physical Effort

- The demands of the job constantly results in fatigue, requiring periods of rest, when operating the ship in a harsh environment for extended periods of time.
- Lifting or moving objects weighing 25 to 50 lbs. is performed on a regular basis and lifting or moving objects over 50 lbs is occasional.
- Regularly required to sit, walk and/or stand when performing administrative duties or when operating the ship or overseeing the loading and unloading of the vessel; climbing stairs is performed occasionally; and there is an occasional requirement to work in awkward or cramped positions or body movement.
- Manual or physical activities include a constant requirement for fine finger or precision work when operating the ship's controls; using machinery or equipment that requires very controlled movement; operating heavy equipment; using equipment that requires rapid physical movement and maintaining physical balance when at sea.

Concentration

- **Visual** concentration or alertness is required when performing watch keeping duties to ensure the safety and security of the vessel while at sea and the monitoring of radars and plotters, navigation lights on other ships and various controls and gauges on complex equipment.
- **Auditory** concentration or strain is experienced when communicating/interacting with crew in a noisy environment; listening for unusual noises in machinery to detect problems; maintaining radio watches and listening for fog signals when there is poor visibility.
- Other sensory demands such as **smell** is important to be able to identify gas leaking from passenger vehicles; diesel leaking from the ship; smoke if there is a fire on board and chemical fumes which could indicate a dangerous goods spill.
- **Alertness** and concentration are required when performing repetitive tasks such as docking the vessel which involves a high level of **eye/hand coordination** and when performing a radar watch while the ship is sailing.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when operating a vessel in harsh weather conditions such as high seas, icy conditions or high winds or when moving high volumes of traffic and passengers.
- **Time pressures** occur when sailing in adverse weather conditions and trying to stay on schedule; **deadlines** are experienced when performing administrative work such as the preparation of overtime records; time sheets, maintaining the vessel's log, etc.; **interruptions and lack of control over work pace** can occur with mechanical breakdown, when the vessel is tied up due to adverse weather conditions or there are high volumes of traffic, emergency trips, etc.
- **Exact results and precision** are required when performing tasks such as docking the vessel in all weather conditions; maintaining a watch; operating bridge systems; and navigating and maneuvering the vessel at sea.

Complexity

- Work involves performing seaman, security and supervisory work on a passenger/vehicle ferry which requires performing tasks and activities that are different but allow the use of similar skills and knowledge.
- A typical problem or challenge is ensuring the safe and secure embarking and disembarking of passengers and vehicles.

- Reference material to assist in addressing problems, challenges and issues include Marine Policies and Procedures; Canada Shipping Act; Occupational Health and Safety Regulations; OMDG Code; Stability Book; Oil Pollution Prevention; Safety Management Manual; Code of National Practices; International Regulations Preventing Collisions at Sea; Tide Tables and Tackle Regulations.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed in a highly regulated environment. Works independently in the performance of daily activities and is accountable for ensuring the safe and efficient loading and unloading of the vessel.
- Without formal approval there is authority to order supplies and vessel equipment; prepare vessel for Transport Canada Inspections; and ensure proper crewing of vessel on weekends, holidays and after hours.
- Supervisory approval is required to contract vessel or wharf repairs and to identify priority vehicles.
- Discretion and judgement must be exercised when dealing with issues involving the general public.

Impact

- Impacts generally affect the immediate work area; department; organization and on customers/clients/patients/general public.
- Work activities impact on resources such as equipment; processes and systems; information; finances; health and safety and the corporate image.
- When life-saving equipment is maintained properly and when vehicles are loaded on the vessel and are in compliance with stability and weight guidelines and environmental conditions. Mistakes or errors can result in stability issues if vessel is not loaded properly; delays in the schedule; increased financial costs if equipment is not maintained properly; and an error while docking the vessel can cause equipment or vessel damage; and impact passenger and crew health and safety.
- Work is performed with independence in accordance with federal and provincial regulations under the general direction of the Captain. Errors are typically identified and resolved within hours of problem identification.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a medium size work group of employees (5-10 employees).

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as a safety harness when working aloft or outboard; safety shoes and hard hats when working on deck; safety glasses when performing grinding or chipping work. When fueling, pollution prevention equipment is

required.

- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards on the job is limited if precautions are followed.
- There is exposure to unusual/distracting noise; dirt, dust, filth or garbage, fumes; limited lighting; wet or slippery surfaces; isolation; physical dangers or threats; heavy machinery; rough seas; adverse weather conditions and travel.