

Job Class Profile: Mate (Second Class)

Pay Level: CG-28 **Point Band:** 578-621

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	3	2	3	3	6	
Points	187	67	25	19	90	43	62	64	64	621

JOB SUMMARY

The Mate (Second Class) performs a variety of seaman and security duties on board a passenger/vehicle ferry.

Key and Periodic Activities

- Directs, guides and positions vehicles of various sizes on and off vessel; secures vehicles to ensure they remain in position during adverse weather conditions, as required.
- Interacts with customers and ensures the safe and secure embarking and disembarking of passengers aboard the vessel; assists passengers and provides them with direction; and ensures that passengers adhere to all ferry regulations.
- Assists Mate (First Class) in manning the wheel and guiding the vessel during straight course sailing; operates a variety of electronic and navigational equipment and communication devices.
- Ensures that legal passenger and vehicle limits are adhered to in accordance with federal and provincial regulations.
- Performs watch keeping duties, as required, to ensure the safety and security of vessel while in port or at sea.
- Assists Captain and Mate (First Class) in performing periodic life boat and other safety/emergency evacuation drills.
- Supervises deckhands and other crew members in the removal of snow, ice and other obstructions from passenger areas and gangways.
- Performs periodic checks to ensure that deck lighting, ladders and ramps are in proper working order.
- Performs general maintenance and cleaning duties as required to ensure the vessel is maintained in a safe and clean manner.

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. Certification as required by Transport Canada. Possession of Marine Equipment Directive (MED) Certificates A1, B1, B2, C & D. Possession of Watch Keeping Mate Near Coastal Certificate of Competency to Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 95. Valid Marine Medical and Marine Advanced First Aid are required.

Years of Experience: Minimum: 1 to 2 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 operate a computer to prepare schedules, timesheets, memo's and other general notices.
- Ability to write straightforward text.
- Ability to repair or calibrate machinery.
- Ability to operate machinery such as mechanical ramps.
- Ability to conduct an assessment to ensure a safe passenger and vehicle load.

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 information and direction to passengers; gaining the cooperation of crew members to complete work, address issues and/or solve problems; and from time to time dealing with upset or angry passengers and resolving disputes.
- The most significant contacts are with the Captain for direction and guidance on all activities on board the vessel; Mate (First Class) and crew members for assistance, support and/or direction as required; and with passengers to assist with boarding and departing the vessel, directing, guiding and positioning vehicles, and responding to general questions and inquiries, etc.

EFFORT

Physical Effort

- The demands of the job constantly results in fatigue, requiring periods of rest.

- Lifting or moving objects such as freight, water, groceries, maintenance supplies, etc. weighing 25 to 50 lbs. is performed occasionally.
- Work regularly involves standing, walking or climbing when loading/unloading traffic; directing passengers; and moving between the bridge and deck. Working in awkward or cramped positions or body movement is performed on an occasional basis.
- Manual or physical activities include fine finger or precision work when operating the computer to create schedules, memos, etc; using machinery or equipment when docking vessel such as engines or windlass mechanical ramps; maintaining physical balance when performing duties during vessel operation/movement, especially in adverse weather conditions and rough seas.

Concentration

- **Visual** concentration or alertness is required when manning the wheel and guiding the vessel and to watch for obstacles; loading/unloading passengers and vehicles to ensure passenger safety and adherence to ferry regulations; and when docking and mooring vessel to ensure that the lines are properly affixed, vessel is secure and that ramp is positioned properly for loading and disembarking.
- **Auditory** concentration or strain is experienced when communicating/interacting with crew and passengers in a noisy environment; listening for unusual noises in machinery to detect problems; and when using communication devices such as a ship-to-shore telephone.
- Other sensory demands such as **smell** is important to be able to identify gas leaking from passenger vehicles; diesel leaking from the vessel; 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**.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when loading/unloading passengers and vehicles and during fire alarms or drills to ensure health and safety standards are adhered to.
- **Time pressures and deadlines** are experienced to ensure the vessel remains on schedule; **interruptions and lack of control over work pace** can occur with engine or mechanical failure, 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 to ensure that legal passenger and vehicle limits are adhered to in accordance with federal/provincial legislation.

Complexity

- Work involves performing seaman and security duties on board a passenger/vehicle ferry which requires performing tasks that are similar but related in terms of the skills and knowledge required.
- 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 Transport Canada Regulations pertaining to the operation of marine vessels, Marine Policy Manual; Occupational Health and Safety Regulations and advice/guidance from the Captain and/or Mate (First Class).

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work is performed in a highly regulated environment. Work is performed with independence, within federal and provincial regulations, under the direction of the Mate (First Class). — Approval is required for any deviation from assigned tasks. — Discretion and judgement can be exercised, within Transport Canada Regulations, when loading the ferry and when dealing with situations involving individual passengers.
Impact
<ul style="list-style-type: none"> — 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 equipment and materials such as ramps and windlass are functional and in good repair; the embarking and disembarking of passengers is performed safely and in accordance with regulations; and when vehicles are loaded/unloaded on the vessel and are in compliance with stability and weight guidelines and environmental conditions. Mistakes or errors can result in damage to ramps, engines, and/or the vessel; delays in scheduled departures and arrivals; damage to customers personal property; increased financial costs if equipment is damaged; health and safety issues for passengers and crew and have a negative impact on public image. — Vessel operations are highly monitored and controlled by federal and provincial regulations and guidelines and mistakes or errors are typically identified and resolved within hours of problem identification.
Development and Leadership of Others
<ul style="list-style-type: none"> — Do not have full time responsibility for the direct supervision of bargaining unit staff. — Work involves providing development and leadership to cooks and deck hands which includes providing on-the-job advice/guidance, direction, feedback, orientation to new crew members, and delegating tasks ranging from cleaning duties to mooring duties.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement to wear safety equipment such as safety boots, hard hat, vest, glasses; jackets and gloves are required when working in inclement weather and a fall arrest harness is required when working on heights above 10 feet. — The likelihood of injury or illness resulting from hazards in the job is limited if health and safety precautions are followed. — There is exposure to unusual/distracting noise from the constant running of marine vessel engines; diesel fumes; vibration from motors and vessel movement; confined spaces such as the bow thrust compartment; wet or slippery decks or floors of the vessel; physical dangers or threats when working around moving vehicles or on a vessel operating in rough seas; and adverse weather conditions such as high winds or precipitation, etc.