

**Job Class Profile: Purser-Deckhand****Pay Level: CG-22 Point Band: 364-387**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	2	4	3	2	1	2	1	6	
Points	93	33	25	14	60	22	41	21	64	373

**JOB SUMMARY**

The Purser-Deckhand performs general seaman's duties and acts as a purser on a passenger/vehicle ferry.

**Key and Periodic Activities**

- Releases vessel from moorings and positions it for the loading of vehicles and passengers.
- Oversees passenger and vehicle safety.
- Provides Captain with information on the number of passengers and vehicles on board vessel; records data in ship's log book.
- Stands watch for Captain on bridge during sea schedule; maintains watch on car deck to ensure no fire hazards or other dangers exist.
- Secures vessel at port; lowers ramp and off-loads vehicles and assists passengers in disembarking.
- Ensures the cleanliness of vessel; performs janitorial duties and cleans washrooms and lounges before each sailing.
- Operates machinery such as a vehicle ramp, winch, etc.
- Operates a cash register and makes bank deposits for daily sales.
- Splices and changes mooring lines when required to ensure the safety of crew and passengers.
- Removes snow and ice from ship's deck and walkways.
- Orders cleaning supplies.
- Participates in life boat and fire drills.

**SKILL****Knowledge****General and Specific Knowledge:**

- Policies and Procedures
- Safe Work Practices
- Crowd Control
- WHMIS

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma. Completion of courses in Marine Emergency Duties; Bridge Watch and Marine Advanced First Aid.

**Years of Experience:**

- Minimum: 1 to 2 years

**Competencies:**

- Follow basic instructions and work processes related to the operation of ramps and loading/off-loading vehicles and passengers
- Solve problems such as flat tires; vehicles not starting; passengers locking keys in vehicle, etc
- Write straightforward text
- Operate a cash register
- Operate machinery such as ramps, winches, etc

**Interpersonal Skills**

- A range of interpersonal skills are used including listening to information from other people and asking questions to obtain information; and providing routine information and direction to passengers regarding sailing schedules, on board facilities, etc.
- Communications occur with employees within the immediate work (i.e. on ferry and on dock) and the general public.
- The most significant contacts are with co-workers in the performance of daily activities; supervisors/managers or Captain for guidance and support when dealing with difficult situations; and passengers who use the ferry service.

**EFFORT****Physical Effort**

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs is performed occasionally. Examples include lifting and moving mooring lines and handling freight on and off the vessel.
- Required to sit; stand; walk and climb in the performance of daily activities.
- Manual or physical activities include regularly performing fine finger or precision work; using gross motor skills and using machinery or equipment that requires very controlled movement. Maintaining physical balance while at sea is a constant requirement.

**Concentration**

- **Visual concentration or alertness** is required when performing bridge watch to ensure there are no hazards or obstructions to interfere with the safety of the vessel and when loading and unloading vessel to ensure the safety of the general public.
- **Auditory concentration or strain** is experienced when communicating/interacting with crew or passengers in a noisy environment; listening for unusual noises in machinery to detect problems; or listening for alarms that may indicate a safety issue for the crew or passengers.
- **Other sensory demands such as smell** is important to be able to identify gas or oil 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 loading and off-loading the vessel. **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when the ship is carrying dangerous goods.
- **Time pressures and deadlines** are experienced when sailing in adverse weather conditions and trying to stay on schedule; **interruptions and lack of control over work pace** can occur with mechanical breakdown; when the ship is tied up due to adverse weather conditions or when there are issues with passenger vehicles which cause a delay in off-loading the vessel.
- **Eye/hand coordination** is required to splice and change mooring lines.
- **Exact results and precision** are required when loading vehicles on the ship to ensure they are not damaged.

### Complexity

- Work involves performing general seaman's duties and acting as a purser on a passenger/vehicle ferry which involves tasks and activities that are different but allow the use of similar skills and knowledge.
- A typical problem or challenge is the safe and secure embarking and disembarking of passengers and vehicles.
- Reference material to assist in addressing problems, challenges and issues include policies and procedures and advice and direction from the Second Mate.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work is performed in a highly controlled and regulated environment. All deviations from assigned work require supervisory approval.

### Impact

- Work results can have a positive impact within the immediate work area; department; organization and on customers/clients/patients/general public as well as on resources such as equipment; processes and systems; finances; health and safety and corporate image when the vessel is maintained in a clean and sanitary condition; no safety hazards exist; passengers and vehicles are loaded and off-loaded in a safe and secure manner and when the ship is secured properly.
- Mistakes or errors can result in stability issues if the vessel is not loaded properly; delays in ferry schedule; increased financial costs if equipment is not maintained; and health and safety issues if the vessel is not cleaned and sanitized or free from hazards.
- Work tasks and activities are highly monitored and controlled and errors are typically identified and resolved within hours of problem identification.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provide orientation and on-the-job training to new employees and trainees related to the

operation of equipment and the storing of vehicles on the vessel.

## WORKING CONDITIONS

### Environmental Working Conditions

- There is a requirement to wear safety equipment such as a hard hat; safety glasses; steel toe boots; protective clothing and ear protection.
- The likelihood of injury or illness resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise; dirt, dust, filth or garbage and bodily fluids and waste when performing cleaning activities; engine fumes; vibration; odours; wet or slippery surfaces; isolation; physical dangers or threats; rough seas and adverse weather conditions.