



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Approved: February 10, 2013
Version: 2.0

Deckhand Job Description

TITLE: Deckhand - Assists the captain in the operation of the island ferry and ensures the safety and of the ferry passengers. The deckhand's supervisor is the boat manager. When on shift, the deckhand answers to the captain on duty.

FEES AND RECORDKEEPING:

1. Sell tickets and ticket books and record the number and type of tickets sold in daily logbook.
2. Collect tickets and record the number and type of tickets collected in daily logbook (ticket book child, daily child, ticket book adult, daily adult, daily round trip, free rider)
3. Record trip passenger count in daily logbook.
4. Collect fees for special trips and excursions and record in daily logbook.
5. Calculate and collect freight fees and record in daily logbook.
6. Balance the money box at the end of the day and record in daily logbook.
7. Fill out deposit slip for money collected in money box at the end of the day.
8. Submit daily logbook to BIVC treasurer via picture text at end of the day.

CREW:

1. Be on time for scheduled trips without exception.
2. Work as a team with the boat manager, captain, harbormaster, and island personnel.
3. Be flexible outside regular hours for:
 - a. last minute schedule change due to illness
 - b. special trips
 - c. excursions
 - d. other unforeseen circumstances

PASSENGERS:

1. Interact with passengers in a kind and friendly manner.
2. Assist passengers onto and off of the ferry.
3. Help load and unload passenger luggage and freight.
4. Stow luggage and freight safely on the ferry.

FERRY:

1. Help captain dock and undock the ferry.
2. Clean, organize, and maintain the ferry as directed by the boat manager and captain.
3. Perform pre and post trip checklist for each ferry trip.

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SELF:

1. Have a clean and professional appearance.
2. Wear deckhand uniform at all times.
3. Have reliable transportation to/from South Freeport dock.
4. Be at least 16 years old.
5. Be able to lift 40lbs.
6. Participate in mandatory random drug testing.

SAFETY:

1. Practice safety drills with the captain including:
 - a. Man overboard
 - b. Mock distress radio call (mayday, security, pan-pan)
 - c. Emergency steering
 - d. Emergency anchoring
 - e. Mock use of firefighting system
2. Have First Aid/CPR certification or enroll in a First Aid/CPR course if not certified.

The BIVC Board of Overseers reserves the right to amend the duties of the deckhand from time to time.