



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Approved: February 20, 2016
Version: 1.7

Managing Captain Job Description

1. Title - Managing Captain - Reports to the chairman of the Bustins Island Village Corporation's (BIVC) Boat Advisory Committee (BAC) who acts as their Supervisor.
 - 1.1. Holds and maintains required United States Coast Guard (USCG) marine documents and/or licenses valid for the position of Master for Inspected Passenger vessels appropriate for the Lilly B. Meets all USCG requirements to be able to renew and maintain the documents of licenses as required by law.
 - 1.2. Subject to Random Drug testing as required by the D.O.T. / US Coast Guard.
 - 1.3. Logs 600 hours captaining the Lilly B over the course of the season.

2. Managerial Duties-
 - 2.1. Hire captains and deckhands - Advertise (if necessary), send out applications, schedule interviews, interview, follow-up on applicants, check references, set pay after consideration by the Supervisor, send out rejection letters, and fill out employment forms (W4s, I-9s). All personnel (captains and crew), and their compensation are subject to final approval of the Board of Overseers.
 - 2.2. Records - Maintain accurate records regarding job applications, personnel files, Coast Guard information, time cards, logs, boat inventory, etc. Confidential material must be filed with the BIVC Clerk.
 - 2.3. Coast Guard - Attend Coast Guard training seminars as requested by the BAC to keep abreast of rules and regulations.
 - 2.4. Job Descriptions - Review captain and deckhand's job descriptions and make recommendations to BAC for changes as necessary.
 - 2.5. Legal- Coordinate required inspections, license renewals, and drug testing as needed.
 - 2.6. Scheduling - Review boat schedule with Supervisor and direct printer for printing of schedule cards and ticket books. Proof changes.
 - 2.7. Uniforms - Have crew T-shirts made up – 2 to each captain and crew.
 - 2.8. Supervision - Supervise the regular updating of the message by the captains on duty.
 - 2.9. Supplies and Routine Maintenance - Schedule and coordinate with captains on duty and Brewer's in ordering of supplies and maintenance service for accurate, timely care. All supplies shall be purchased through Brewer's when possible. All receipts shall be submitted to the Treasurer in a timely manner.

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- 2.10. Drug Testing Program - Coordinate with the [Maritime Consortium, Inc.] to promptly enroll new employees, and properly follow random drug testing instructions for personnel already enrolled. As required by 46 CFR Part 16, when hiring a new employee, the Managing Captain shall coordinate the pre-employment test prior to enrolling the new employee in a random testing program. In the event of a reportable accident, the Managing Captain is responsible for arranging post-accident testing. In the event of a reportable accident involving the Managing Captain, set-up for testing will be handled by the Drug Testing Coordinator. All results shall be handed off to the Supervisor.
 - 2.11. Crew Training - Schedule training for pre-season, set agenda, copy materials and arrange for demonstrations (fire, man overboard, etc). Ensure that captains and crew know and practice the emergency procedures as outlined by the Bustins Island Public Safety Committee.
 - 2.12. Cosmetic Maintenance - Supervise the upkeep of surfaces on the ferry, such as painting, benches, cushions, etc.
 - 2.13. Onboard Forms and Supplies - Maintain supplies of time cards, daily deposit record, crew log, Captain's log, Captain's tally sheet, Deckhand's tally sheet, deposit slips, deposit envelopes, pens and paper. Prepare cash box for season – stocked with start-up cash and tickets.
 - 2.14. Trash - Coordinate with island contacts (ferry captains, deckhands, superintendent, island truck driver) and trash receiver in South Freeport to schedule and effect trash disposal each week. Keep accurate records of trash volume to report to island Treasurer and to prepare manifest for submission to Superintendent.
 - 2.15. Meetings - Attend island meetings of the BIVC and those of the Board of Overseers and BAC as requested and prepare reports as needed.
 - 2.16. Specials - Coordinate on and off season specials as requested.
 - 2.17. Payroll - Review and approve time cards, submit to payroll service.
 - 2.18. Outside Expenses - Keep accurate records and receipts for timely reimbursement. All purchases of \$200 or more must be submitted to the Supervisor and BAC for approval.
 - 2.19. Freight Specials - Schedule. When scheduling freight specials, be sure customer is aware that he/she is responsible for loading and unloading of freight unless special arrangements are made with the captain and deckhand for additional compensation.
 - 2.20. Budget - Meet with Supervisor periodically. Provide input for planning purposes, tracking expenses, and planning purchases.
 - 2.21. Managerial Log - Maintain an accurate record of managerial duties throughout the year and report to Supervisor weekly via spreadsheet.
 - 2.22. Accidents - Report any accidents/incidents to Supervisor immediately.
 - 2.23. Other - Such other reasonable job related tasks as may be requested from time to time by the Supervisor, BAC, or Board of Overseers.
3. Captaining Duties-
- 3.1. Responsible for the overall operation of the vessel and in particular the safe navigation of the vessel at all times, including the supervision of the crew.
 - 3.2. Ensure the safety of the crew and passengers and the safe stowage of all baggage and freight at all times.
 - 3.3. Adhere to all USCG and other federal regulations, state laws, and Bustins Island Ferry Boat Policies that the BIVC, Board of Overseers reserves the right to amend or modify after considering recommendations of the BAC.

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- 3.4. Coordinate the scheduled routine boat maintenance and notify the Supervisor to make arrangements for any unscheduled repairs.
 - 3.5. Maintain the regular schedule of trips to and from Bustins Island as per the summer schedule approved by the BIVC Board of Overseers. Shall also be responsible for scheduling and providing "Special Trips" when requested.
 - 3.6. Ensure that the boat is properly moored and secured at the end of each work day and for additional security as may be needed in the event of severe weather.
 - 3.7. Inspect and maintain all safety, firefighting and lifesaving equipment and schedule all drills and training of crew as required by regulatory bodies.
 - 3.8. Ensure safe daily transport of U.S. Mail between the South Freeport Post Office and the Bustins Island Post Office. Reimbursement for personal vehicle use for mail transport shall be in accord with the Internal Revenue Service standard mileage reimbursement rate.
 - 3.9. Ensure weekly transportation of designated trash containers between the island and South Freeport.
 - 3.10. Update cell phone message for scheduling notifications, changes, etc. and keep the cell phone on the boat or on his/her person at all times.
4. Reporting-
- 4.1. Provide accurate record keeping of the ship's log including passenger totals per trip using forms provided.
 - 4.2. Issue tickets to and collect fares from all passengers. Accurate daily trip-by-trip records shall be kept of all ticket sales.
 - 4.3. Prepare daily bank deposits of all monies collected and log amounts and dates.
 - 4.4. Responsible for deckhand's timesheets and daily Captain's log stating duties performed throughout shift and submitting them to the Supervisor on a weekly basis.
 - 4.5. Prepare/confirm daily deposits of cash/checks, deposit daily and report deposit to B.I.V.C. Treasurer.
 - 4.6. Prepare a manifest of trash hauled and submit it to the Supervisor weekly.
 - 4.7. Send payroll report to the B.I.V.C. Treasurer and Supervisor on a per payroll basis.
 - 4.8. Prepare report for Treasurer for timely reimbursement of outside expenses.
5. Safety Protocols-
- 5.1. Comply with the emergency procedures outlined by the Public Safety Committee. Review and instruct crew on same.
 - 5.2. Comply with the policies in the Captain's Handbook.
 - 5.3. Report any accidents/incidents immediately to the Supervisor according to the procedures outlined in the Captain's Handbook.
 - 5.4. Schedule safety training and update protocols as appropriate
6. The BIVC Board of Overseers reserves the right to amend the duties of the Managing Captain from time to time.

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I read and understand the above job description.

Signature

Dated

Print Name