



## EXTERNAL JOB POSTING

<b>Position Title</b>	: Patrol Vessel Crew Member
<b>Department</b>	: Patrol Division
<b>Reports to</b>	: Harbour Master
<b>Status</b>	: Casual / On-call

The Nanaimo Port Authority administers, controls, and manages the harbour waters and foreshore adjacent to Nanaimo British Columbia.

If you are highly motivated, safety orientated, and have passion for learning from and working with a great team of likeminded individuals, who enjoy working locally and seeing the benefits of growth in our water ways as well as our waterfront – then we are looking for you!

### POSITION SUMMARY:

The Port of Nanaimo is seeking vessel Coxswains/Deckhands or persons with marine experience, for casual/on-call Positions. Key duties may include - maintain vessels, equipment and machinery, perform seamanship duties, simple repairs to engines and equipment, participate in vessel safety drills (fire, ship abandonment, damage control, recovery of persons overboard), and assist in the testing of safety equipment and systems. You must understand safe navigation procedures and the functions of the ship's navigation equipment. You must know how to safely navigate a vessel through confined and congested waters in all states of weather and visibility. Must be willing and able to perform overtime work as required, often on short notice. Must be willing and able to work shiftwork. Must reside within a 20 minute drive to #10 Wharf Street, Nanaimo, BC V9R 2X3 and be able to respond to a pager call out.

### GENERAL ACCOUNTABILITY:

Reporting to the Harbour Master, the incumbent performs a variety of duties and functions that help ensure Port waterways are maintained in an orderly, safe and clean manner. Typical duties include piloting of the Harbour Master launches, coordinating and managing the enforcement of proper pollution control procedures, collection and stowing of debris, investigating oil spills, patrolling harbour and surrounding waters, maintaining and cleaning vessels, ensuring safe navigation of marine traffic, emergency preparedness and response, participation with marine events, log book keeping and data entry, and other related duties that may be assigned as required by the Harbour Master.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Our crews have heavy public contact; therefore, we are looking for individuals who take pride in their appearance and have superb guest service & communication skills. A flexible schedule is a must. Schedule includes evenings, weekends and holidays.

- Operate Transport Canada certified passenger vessels in a manner that ensures the safety and security of the crew, enjoyment of the passengers, and respect for the environment.
- Routinely inspects all areas of the vessel for unsafe conditions, completes incident reports, and ensure the safe operation of the vessel at all times and the proper use of equipment during any possible onboard emergency.
- Thorough conformance with federal and/or company standards, rules, regulations, and safety guidelines is essential to successful performance in this position.

### **PRE-REQUISITES REQUIRED:**

Applicants must have successfully completed secondary school (or an approved alternative) and meet the following criteria:

1. Master Limited Under 60 Gross Tonnage – required for Coxswain
2. Small Vessel Operator Proficiency (SVOP)
3. Marine Emergency Duties
  - Standards for Training, Certification, and Watchkeeping (STCW) Basic Safety
  - Standards for Training, Certification, and Watchkeeping (STCW) Proficiency in Survival Craft and Rescue Boats
4. Marine Basic First Aid
5. ROC-MC – Restricted Operator’s Certificate – Maritime Commercial
6. Valid Transport Canada Seafarer’s Medical
7. Valid BC Class 5 driver’s license – Unrestricted
8. Security clearance (carried out as required)
9. Ability to pass “Fit Test” (clean shaven)
10. Small Vessel Machinery Operator (SVMO) or engineering experience- would be considered an asset.

### **SKILLS:**

1. Ability to work in a marine environment, climb vertical ladders and operate patrol vessels
2. Ability to develop daily work schedules and monitor completion of tasks in a safe and efficient manner
3. Ability to interpret regulations and acts as pertinent to marine operations
4. Ability to obtain Transport Canada Enforcement Officer Status
5. Ability to understand and carry out verbal and written instructions
6. Ability to work an on-call, time on/time off schedule
7. Excellent communication and interpersonal skills
8. Thorough understanding of Canada Marine Act, Port Authority Operating Regulations, and small commercial vessel regulations as they pertain to vessel operations and maintenance.

### **OTHER REQUIREMENTS:**

Applicants must be experienced problem-solvers with demonstrated ability to operate within Transport Canada guidelines. Excellent communication skills, and general public service attitude are essential. Applicants who are reliable, with high attention to safety standards will enjoy this position. Persons with previous experience working onboard vessels preferred.

The Nanaimo Port Authority thanks everyone that applies; however, only selected candidates will be contacted.

For more information about the Port, please see our website - [www.npa.ca](http://www.npa.ca)

**APPLY:** Send Resume, cover letter and copy of marine certifications to:

Arlene Rolston  
Corporate Secretary  
Nanaimo Port Authority

In person: Administration Offices, 100 Port Drive, Nanaimo, BC V9R 0C7

By mail: Box 131, Nanaimo, BC V9R 5K4

Email: [arolston@npa.ca](mailto:arolston@npa.ca)