



POSITION DESCRIPTION

Position title : **Chief Officer**

Date Reviewed : **02/12/21**

Pay rate & Conditions : The pay rate and employment conditions applicable to this position are covered under the Marine Tourism and Charter Vessels 2010

Background

Eco Abrolhos is a seasonal tourism operation operating from Geraldton to the Abrolhos Islands on 5 day cruises, during the winter season the vessel heads up to Broome and the Kimberley conducting 13 night tours.

During these tours we provide a high standard of service to our guests to ensure they have a very enjoyable experience while on and off the vessel. We strive to provide a friendly & safe work place. Our core values are reflective of our humble beginnings and we take pride in the fact that we can still call ourselves a small family run business. By joining our team we hope you share these values and enjoy working with us.

This Position Description has been established to outline the tasks associated with the role of Chief Officer (First Mate) within the operation of tours and during maintenance when not at sea.

Hours of Work

The scheduled and expected hours of work are from between 0630 – 2030 with regular breaks throughout this time. Steaming overnight, tides and itinerary will affect these hours but by managing your rest with communication with the Master will ensure adequate rest is rewarded sufficiently and the amount of work load allocated will be no detriment to the task at hand.

Reporting Relationships

Reports to: Vessel Master & Manager

Reports to you: All crew excluding Master

Primary role

Assisting the Master in the general running of the vessel.

Duties & Responsibilities

1. Helping the Master manage crew and ensuring all crew follow the company's policies ie. Alcohol limits, dress codes, health and safety etc. As well as ensuring all crews work ethic and load is up to standard.
2. Following and managing the Safety Management System

3. Conducting inductions, drills and training of staff.
4. Navigational watches during day and night with attention to correct record keeping and COLREGS.
5. Helping and motivating crew to organise on board activities for long transits or special nights on board.
6. Assisting the Master with administration duties.
7. When competent, you may be required to run tours on our guided walks as well as fishing guiding in the Kimberley.
8. Organising work for the deck crew and ensuring the exterior is up to a high standard of detail. Also helping the deck crew with delegated duties if available.
9. Work closely with the Engineer, assisting with maintenance when required.
10. Use the Eco Defect Register to ensure non-conformity items are being closed/completed. Also helping the engineer by using the Preventative Maintenance Schedule (PMS)
11. During the Kimberley season and upon arriving in Port the Chief Officer is responsible for onshore logistics via hire car and collecting supplies using the company credit card and retaining all receipts.

Other requirements

1. Assist with sundry tasks necessary around the vessel that may be required. These tasks include unloading delivery trucks, dishes during meal service, rubbish bag removal to skip bins, and general day to day tasks.
2. Showing leadership attributes to help out other crew who may require it involving tasks that aren't pertinent to this job description.

Qualifications Required

The following certifications are to be acquired and maintained (at own cost) during employment by Eco Abrolhos Accommodation:-

- Master 35m
- Elements of Shipboard Safety
- Current Senior First Aid & Oxygen Provider Ticket

- Responsible Serving of Alcohol Certification (not essential)
- Covid-19 Hygiene Certificate
- Police Clearance
- Valid current Western Australian Driving Licence, Class 'C'.
- MED 2 Certification along with appropriate experience.
- Confined Space Entry
- Crane (hiab) ticket

Skills, Knowledge, Abilities & Attitude Required / Selection Criteria

1. Attention to detail and vessel working knowledge, together with an ability to work unsupervised, as it may apply to the work environment.
2. Pleasant outgoing personality and ability to relate to guests and staff in an appropriate manner that ensures respect for the position and effective communication is maintained.
3. Demonstrable 1-4 years' experience in a leadership/Chief Officer/Master role within the Maritime Industry.
4. Client service focus.
5. Intermediate computer skills.

Employee's Signature: _____

Printed Name: _____

Date: _____ / _____ / 22