

## **POSITION DESCRIPTION**



**Position title** : **Eco Force Master/Guide/Deck Crew**  
**Date Reviewed** : 19<sup>th</sup> of December 2022

### **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 Marine Eco Tourism Operator offering Tours from Geraldton to the Abrolhos Islands on 5-day Eco Cruises for part of the year & then operating between Broome & Darwin on 13-night Kimberley Tours.

Of prime importance to the company is the standard of service delivered to our guests while they are residing within the vessel.

This Position Description has been established to outline the tasks associated with the role of Deck Hand during our 5-day cruises to the Abrolhos Islands and the 13 Night Kimberley cruises.

### **Hours of Work**

The scheduled and expected hours of work are from between 0600 – 2030 with regular breaks throughout this time. Whilst conducting long voyages ie. The Kimberley season you may be required to work outside these hours provided adequate breaks have been taken to supplement the watch keeping duties.

### **Reporting Relationships**

Reports to: Master of Eco Abrolhos & First Mate

Reports to you: Eco Force deck crew

### **Primary role**

Provide services and experience covering a multitude of tasks as directed that need to be undertaken in order run the vessel safely during all voyages.

### **Duties & Responsibilities**

1. Following and understanding the Eco Abrolhos and Eco Force SMS, procedures and policies.
2. The most crucial job is the detailing of the vessel. Making sure it is as clean as can be given the situation.

3. The safe operation of the 18m vessel Eco Force. Following the SMS and ensuring compliance and maintenance up keep via the Preventative Maintenance Schedule.
4. Conduct Crayfish pot pulls ensuring Fisheries documentation is correct as well following the regulations for size, quota, pot escape gaps & SLED's (sea lion exclusion devices).
5. Leading fishing trips targeting mainly demersal fin fish. Regulations must be followed along with good handling practices and quotas etc. The Fisheries Fish Return documents must be filled out accurately and correct.
6. Filleting and fish/crayfish processing for the onboard Chef.
7. Transporting passengers to and from Island visiting sites ensuring the safe passage and correct berthing and mooring practices.
8. Leading or assisting in the tour guiding aspect of the job. Giving briefings and correct information of the site.
9. The Eco Force must be clean, have bait, ice, water and anything else the vessel may need before departure from the main vessel. This goes for the Eco tenders when in use.
10. All fishing duties, rigging lines, baiting, unhooking fish etc.
11. The fishing gear is also your responsibility, you must keep a clean and ordered space in the fishing tackle compartment where you'll store the rods and fishing equipment after they have been rinsed and cleaned etc. You will also advise the Eco Master on any fishing equipment that needs to be ordered or repaired.
12. When your time is not required on the Eco Force your time will be spent assisting the engineer with ongoing maintenance on board the Eco. Tasks such as rust control, repair and painting are of extreme importance on this type of vessel as we can keep her in fit shape constantly and uphold the vessel to a well maintained standard (off season tasks).
13. Ensuring the tenders are clean and in safe working order via pre starts and continual checks.
14. Safely driving the tenders delivering passengers from the mother ship to shore or snorkelling locations.
15. Ensuring the safety of passengers during in water activities whether that is being the Look Out or Standby Rescue vessel
16. If the crew member holds a Master 24m unrestricted ticket, they will be required to sit watches unsupervised following the Masters standing orders and adhering to the COLREGS in the Kimberley.
17. Assisting in the Galley/Dining areas as may be required under the vessel procedures with emphasis on guest contact and service.

18. Undertake maintenance &/or construction tasks as requested on the vessel and provide general assistance to other crew members, including bunkering, cleaning and maintaining tenders.
19. Coordinate &/or undertake diving resources to conduct underwater cleaning of vessel hulls, water inlets grates & sundry features. If the crew member holds a Snorkelling Instructor or Dive Master qualification they may be required to assist with snorkelling activities.
20. Undertake other tasks as may be required, or directed to by the Vessel Master. Helping out where ever is needed if they have the time to do so. For example, helping the engineer, chef and purser as the vessel operates as one unit with strong teamwork.
21. Following onboard COVID procedures.

### **Qualifications Required**

- Master 24
- Marine Engine Driver 2
- Snorkelling Instructor or Dive Master (not required but in reference to snorkelling activities)
- Current Senior First Aid Certification and CPR
- Elements of Shipboard Safety
- Responsible Serving of Alcohol Certification
- Valid current Western Australian Driving Licence, Class 'C'.
- Current Police Clearance
- COVID safe work practices Cert.
- Double Vaccination certificate (Booster shot cert. needed in the near future)

### **Skills, Knowledge, Abilities & Attitude Required / Selection Criteria**

1. High attention to detail and ability to adapt to & undertake a diversity of tasks daily whilst still completing scheduled duties.
2. Initiative to find work and identify things that need to be attended to when left unsupervised

3. Sound seafaring knowledge when Master of the Eco Force or when conducting watches onboard the Eco Abrolhos
4. Capability of the individual to self educate themselves with all the sites the tours visit and knowledge of the Abrolhos and Kimberley
5. Being a great team member and supporting your crew members for any situation
6. Knowledge of safe working practices
7. Ability to remain calm in emergency situations and follow instructions as per the emergency response role or from the Master
8. Willingness to learn and ability to put the learnt skills into practice
9. Ability to work with tools &/or operate the equipment after training & certification or supervision.
10. Pleasant outgoing personality and ability to relate to guests and staff in an appropriate manner that ensures respect for the significance of the position and effective communication is maintained.
11. Client service focus.
12. Knowledge of general work safe and COVID practices

I acknowledge that I have read and understood the requirements of the Deck Hand Position Description

Employee's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_