

Job Title: Boat Captain
FLSA: Exempt
Reports To: KTN General Manager

Department: Marina Operations
Status: Full-time/Part-Time Seasonal
Pay Grade: 9

SUMMARY:

The Boat Captain is in command aboard the vessel and will assume full responsibility for the safety of the crew and guests. The Boat Captain will coordinate and complete the necessary day-to-day operations/activities with the assistance of the First Mate and crew. No member of the vessel crew including the Boat Captain and First Mate is above any work/tasks needing to be done to meet the overall goal of a safe, fun, efficient & working vessel for the guests. Will work as part of the team to provide guests with the best possible, positive experience on Flathead Lake.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Participate in special training & maintain all required license/credentials/certifications
- Maintain guest contact – excellent customer service
- Knowledgeable with the Flathead Lake area, history, points of interest and sights
- Knowledgeable with KwaTaqNuk Resort specials/events/promotions
- Knowledgeable with the procedures on how to prepare to get under way, fueling, starting the engine and raising the anchor
- Knowledgeable in the operation of the critical systems, i.e. read electronic navigation, gauges, read paper or electronic charts, read a compass, steering, dewatering, safety procedures, etc.
- Perform manual checks to verify sufficient fluid levels prior to operation of vessel
- Calculate positions, set courses & determine speed of boat to ensure guest safety
- Routinely inspect all systems to ensure efficient & safe operations of the vessel & equipment
- Ensure maintenance of boat & related support equipment such as engines, navigational systems, docks, boarding ramps, rescue equipment, fire extinguishers & life preservers
- Performs navigational watches while the vessel is underway
- Know where and how to use safety equipment
- Ability to put out a fire
- Perform docking procedures
- Ability to anchor the vessel
- Knowledgeable in the “rules of the road” – who has the right of way
- Knowledgeable in the various navigational aids & their meaning
- Can dock the vessel or leave a dock in various wind conditions
- Knowledgeable in use of a marine radio to call for help
- Maintain all daily logbooks
- Monitor the loading & disembarking of guests
- Assist in hiring process of Seasonal crew members & First Mate
- Responsible for the training and orientation of all crew members, ensuring all crew members understand and perform their required duties adequately
- Responsible for the work schedules of the crew
- Monitor and submit the crew’s time records to Payroll
- Create & maintain Marina Operations department SOPs (Standard Operating Procedures) for the boat
- Ensure all crew members are trained, understand & abide by the employee handbook, their position descriptions & the SOPs (Standard Operating Procedures)
- Participate in & execute emergency drills

- Ability to render first aid, assisting with a medical evacuation, conduct a person overboard procedure & have the ability to get a person back on board from the water
- Complete & properly log written drill reports
- Maintain a clean, neat, safe vessel; restock necessary supplies
- Resolve questions or problems with guests
- Prepare pre-season and post-season inventory of all gear, boat maintenance & related support equipment, i.e. engines, anchors, navigational systems, docks, boarding ramps, rescue equipment, fire extinguishers & life preservers
- At the end of the season, report any item needing attention and/or repairs during the off season

SUPERVISION EXERCISED:

- First Mate
- Crew members (Deckhands)

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED
- At least 19 years of age
- Required documented days on a vessel within the past 3 years for 50 ton vessel

SPECIAL QUALIFICATIONS:

- Current USCG license/credential
- Current routine physical in past 12 months
- Computer literate
- Excellent customer service skills
- Self-starter with an even disposition
- Problem solving & decision making
- Strong team player
- Excellent written, verbal & interpersonal communication skills with attention to details
- Previous supervisory experience required
- Extensive knowledge of basic seamanship, must know how to swim
- Ability, knowledge to maneuver & operate 50 ton vessel
- Spill response
- Extensive knowledge of boat safety, emergency & life-saving procedures
- Extensive knowledge of vessel navigation, seamanship & water safety
- Strong knowledge of and conformance to mandatory regulations
- Current First Aid, CPR certification and Basic Safety training
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position is Seasonal
- This position requires physical activity & stamina
- Ability to respond quickly
- Ability to stand, walk for long periods of time as well as frequent reaching & bending; have good balance
- Ability to lift and/or carry 50+ lbs.

- Specific vision abilities are required for this position including close, distance, vision, color, peripheral, depth perception & the ability to focus
- Excellent hearing ability
- Ability to work in all types of weather including inclement weather
- Will work on uneven, wet and/or slippery surfaces
- Must be able to work flexible hours/shifts including evenings, weekends & holidays required

CERTIFICATES/LICENSES & REGULATIONS:

- Current USCG license/credential
- Current First Aid & CPR certification
- Basic Safety Training

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements.

By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign Name

Date

Supervisor Sign

Date