

JOB DESCRIPTION

Benchmark Job #227

Ministry: Transportation and Highways
Branch: Marine Branch, Albion Ferry
Location: Maple Ridge

Working Title:
Level:
NOC Code:

Terminal Attendant
Range 7
7435

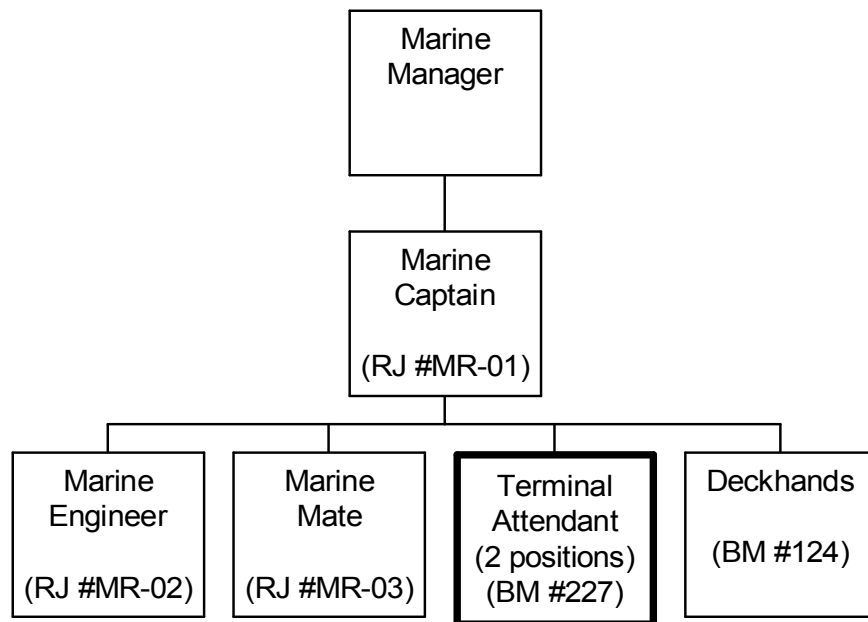
PRIMARY FUNCTION

To direct and place traffic at terminal park area, to ferry ramp and perform various cleaning functions in the ferry terminal area.

JOB DUTIES AND TASKS

1. Directs, loads and unloads vehicles
 - a. directs and places traffic in the terminal area including segregating commercial vehicles and dangerous goods carriers and vehicles with trailers and boats using hand signals
 - b. loads/unloads vehicles as directed by ferry crew
 - c. deals with the public in a courteous, helpful manner and provides parking and travel information as required and maintains order within the terminal
 - d. controls foot passengers when boarding the vessel
 - e. relays messages as required to the ship or travelling public
 - f. checks for vehicle infractions such as no gas caps, gasoline leaks and improper lashing of propane
 - g. handles mooring lines during berthing and unberthing
 - h. carries out fire and security patrols and checks firefighting and lifesaving equipment at the terminal
2. Performs various cleaning functions
 - a. maintains waiting room and various areas of the terminal including mopping using cleaning solutions and sweeping
 - b. cleans snow and ice from terminals and ramps using shovel and salt
3. Performs other related duties
 - a. receives and signs for supplies delivered
 - b. responds to telephone enquiries when office is closed
 - c. writes incident reports

ORGANIZATION CHART
Benchmark Job #227



REASON FOR CLASSIFICATION

Benchmark Job #227

Job Title: Terminal Attendant

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know several work tasks and how to read operational procedures and write complete incident reports.</p> | B | 40 |
| 2 | <p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to direct vehicles and passengers in preparation for loading on a ferry.</p> | B | 40 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Tact required to answer general inquiries from passengers related to ferry terminal parking; give directions and information about delays.</p> | B | 20 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to handle mooring lines during berthing and unberthing of vessel.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by set routines, makes minor changes in known job tasks to control vehicles and passenger placement and to clean and maintain the terminal.</p> | A | 15 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Receives and signs for supplies delivered as the person available.</p> | A | 5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Minimal responsibility to maintain cleanliness of terminal areas by using brooms, mops and cleaning solutions.</p> | A | 5 |

REASON FOR CLASSIFICATION

Benchmark Job #227

Job Title: Terminal Attendant

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the safe placement and compliance to safety regulations of vehicles on ferry. | C | 15 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration to regularly observe and listen and direct traffic at terminal and loading and unloading of ferry. | B | 6 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always stand and walk to direct ferry traffic. | D | 18 |
| 12 | SURROUNDINGS Exposure to all weather conditions while directing terminal traffic almost always. | D | 9 |
| 13 | HAZARDS Significant exposure to hazards from almost always working around moving vehicles in ferry terminal area. | D | 9 |

Total Points: 202

Level: Range 7

JOB DESCRIPTION

Benchmark Job #124

Ministry: Transportation and Highways
Branch: Marine Branch, Kootenay Lake Ferry
Location: Balfour

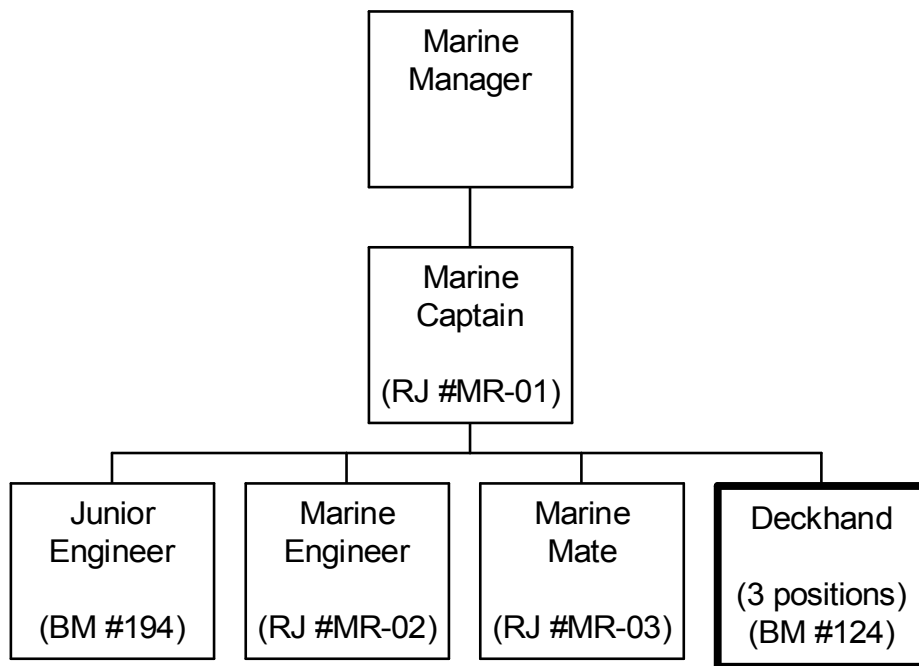
Working Title: **Deckhand**
Level: Range 9
NOC Code: 7433

PRIMARY FUNCTION

To load/unload passengers and vehicles, perform deck maintenance functions and operate various terminal and deck equipment aboard ferries and in the ferry terminal.

JOB DUTIES AND TASKS

1. Loads/unloads passengers and vehicles onto and off ferries
 - a. directs vehicles and passengers during loading and unloading of ferry using hand signals and verbal instructions
 - b. makes selection and sequence of vehicle loading order by determining vehicle size, weight and length to maximize loading space and vessel balance trim
 - c. observes vehicles during loading and when on board to look for unsafe fuel leaks or gas hook-ups or auxiliary gas tanks not shut off; instructs owners to shut them off
 - d. answers inquiries, gives loading instructions, directs passengers to observe on-board safety rules and explains safety procedures
 - e. checks vehicles to ensure they comply with dangerous cargo regulations
 - f. keeps tally of types of vehicles and number of passengers being loaded and enters this data in on-board computer for each trip
 - g. assists on-board vehicles in difficulty by changing wheels, pumping up tires, jump starting engines to assist public and reduce ferry delay time
 - h. assists in the berthing and unberthing of vessels
 - i. raises, lowers and maintains ramps and gantries at terminals
 - j. communicates with ferry staff using hand held radio
2. Maintains and operates terminal and deck equipment
 - a. performs boat maintenance including chipping, painting, washing and rust removal using various solvents and cleaners, also chips and paints hull of vessel during annual refit
 - b. operates and maintains safety equipment, life boat, anchor, fire equipment, winches and davits
 - c. performs helmsman's duties as required to steer ship and maintain course
 - d. launches and takes command of rescue boat in person overboard, marine disasters or emergency situations
 - e. provides first response to on-board fires with fire extinguisher or preparing fire hoses, or wears fire fighter clothing and breathing equipment and works hoses under general direction of mate to fight on-board fires
 - f. ensures proper storage of ropes, cables and other ship supplies
 - g. splices ropes and cables and ties knots
3. Performs other related duties
 - a. provides instruction to new employees on shipboard equipment and procedures
 - b. conducts fire, life boat, anchor and other emergency drills as required



ORGANIZATION CHART

Benchmark Job #124

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of job functions and operations and how they relate to ferry operations to direct vehicles and passengers during loading and unloading of vessel, operate and maintain deck equipment and loading ramps and command rescue boat.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to select and direct vehicle loading patterns and placement to maintain vessel trim, respond to first aid and fire situations and launch and operate rescue boat in emergencies.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of traffic loading procedures with the public.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to launch and operate rescue boat in emergency condition to rescue passengers or respond to marine emergencies.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instruction to load and unload vessel, launch and operate rescue boat, operate machinery and functions as fire crew.</p> | C | 50 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p> | A | 5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to operate rescue equipment in emergency situations.</p> | D | 22.5 |

ORGANIZATION CHART
Benchmark Job #124

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal guidance to new employees on procedures. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to exercise caution to prevent accident or injury to others while performing helmsman's duties. | D | 25 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by smell and hearing check vehicles and deck equipment for unsafe conditions. | C | 12 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always stand and work. | D | 18 |
| 12 | SURROUNDINGS Exposure to loud engine noise and vibration almost always. | D | 9 |
| 13 | HAZARDS Significant exposure to hazards from almost always working near moving traffic to load and unload ferry. | D | 9 |

Total Points: 328

Level: Range 9

JOB DESCRIPTION

Reference Job #MR-07

Ministry: Transportation and Highways
Branch: Marine Branch, Arrow Park Cable Ferry
Location: Selkirk

Working Title: **Ferry Operator – Arrow Park Cable**
Level: Range 9
NOC Code: 7435

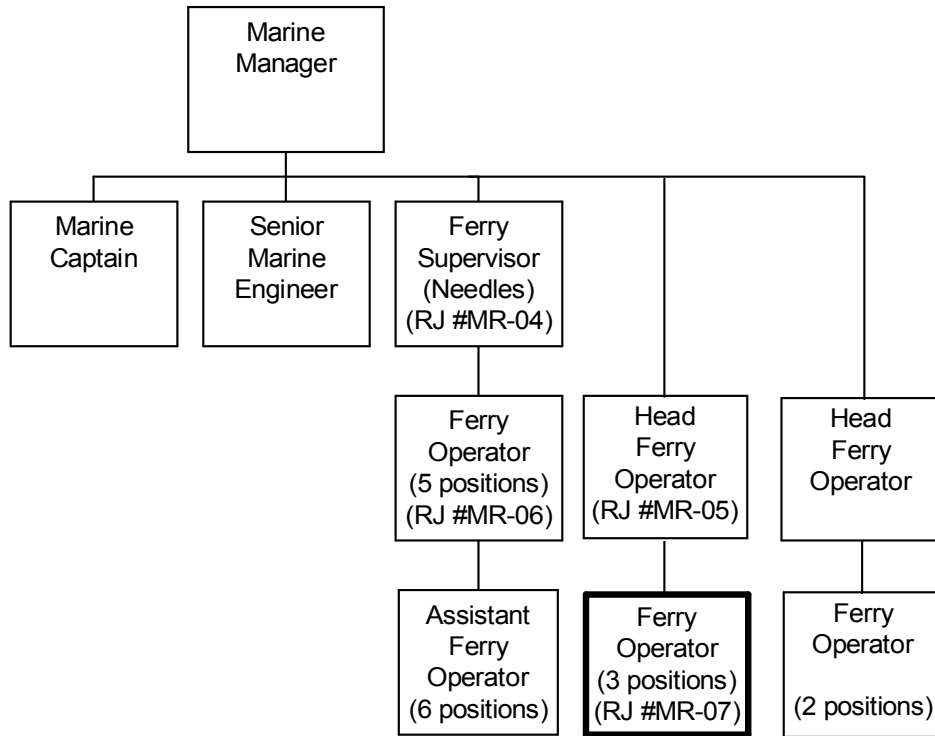
PRIMARY FUNCTION

To operate and assist in the maintenance of a single-person crew, 28 car, 75 passenger capacity cable ferry (including the ferry, ferry landings, machinery, equipment, building and safety gear).

JOB DUTIES AND TASKS

1. Operates and assists in the maintenance of the Arrow Park Cable Ferry
 - a. carries out assigned maintenance routines and repair tasks
 - b. operates the machinery and equipment in accordance with safety regulations and considering the safety and comfort of passengers
 - c. carries out running repairs as instructed by the Head Operator
 - d. carries out emergency repairs on own initiative if circumstances preclude the involvement of the supervisor
 - e. reports unsafe water or weather conditions to the supervisor
 - f. checks machinery and ancillary equipment for operating performance and/or appearance
 - g. reports defects and repairs needed to the Head Operator
 - h. assists in the preparation of refit lists and reports defects to the Head Operator
 - i. directs vehicles and passengers to load and unload
 - j. checks vehicles to ensure they comply with dangerous cargo regulations
 - k. carries out maintenance and cleaning routines to terminal building, restrooms, and vessel
2. Assists in ensuring that the safety, fire fighting equipment and life saving equipment is available, certified and in operative condition
 - a. checks the equipment and reports observed deficiencies or defects to the Head Operator
 - b. takes immediate action to alleviate safety threatening circumstances
 - c. reports unsafe working conditions to the supervisor immediately

ORGANIZATION CHART
Reference Job #MR-07



ORGANIZATION CHART

Reference Job #MR-07

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of operations and how they relate to the safe operation and maintenance of a 28 car and 75 passenger cable ferry.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to assist in the safe operation and maintenance of the Arrow Park Ferry.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of traffic loading procedures with the public.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required in emergency conditions to rescue passengers or respond to marine emergencies.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, selects a course of action, using past practices and previous instructions to operate and assist in the maintenance of the Arrow Park Cable Ferry.</p> | C | 50 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p> | A | 5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to operate a 28 car cable ferry.</p> | E | 33 |

ORGANIZATION CHART

Reference Job #MR-07

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal guidance to new employees on procedures. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to operate a cable ferry. | E | 40 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by smell and hearing check vehicles and deck equipment for unsafe conditions. | C | 12 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always stand and work. | D | 18 |
| 12 | SURROUNDINGS Exposure to all weather conditions frequently (shelter available). | C | 6 |
| 13 | HAZARDS Significant exposure to hazards from almost always working near moving traffic to load and unload ferry. | D | 9 |

Total Points: 350.5

Level: Range 9

JOB DESCRIPTION

Benchmark Job #194

Ministry: Transportation and Highways
Branch: Marine Branch - Kootenay Lake Ferry
Location: Balfour

Working Title:
Level:
NOC Code:

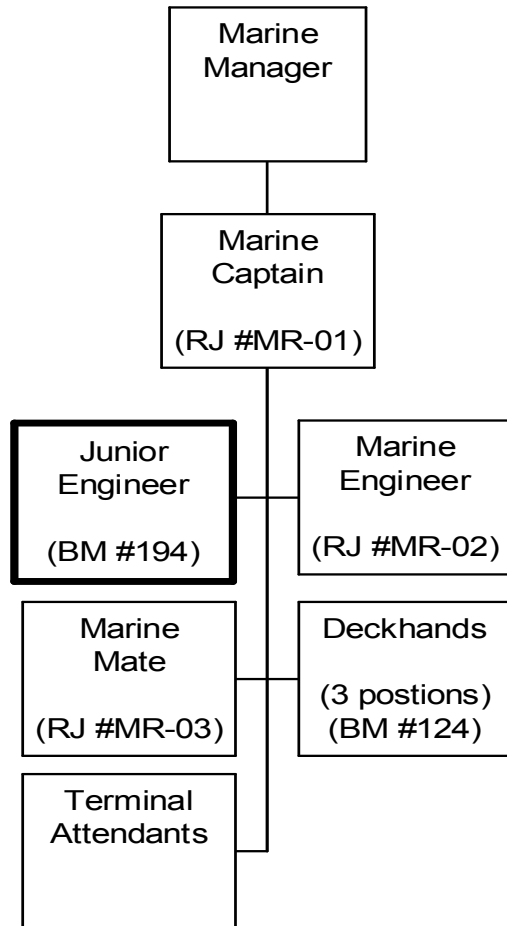
Junior Marine Engineer
Range 13
7434

PRIMARY FUNCTION

To perform maintenance, and repair functions on ferry equipment, engines and systems.

JOB DUTIES AND TASKS

1. Performs maintenance functions on ferry equipment, engines and systems
 - a. starts and shuts down main engines of ferry
 - b. monitors, reads and records all pressure and temperature gauges, investigates malfunctions if gauges record out of normal range, changes and synchronizes generator gauges
 - c. monitors and carries out regular oil and fuel changes and takes fuel and oil from shed onto vessel
 - d. performs annual refit servicing of pumps, tanks and systems and inspects valves, packing and gaskets
 - e. services all water and oil pumps, heating systems, hot water tanks, furnace, and a variety of related equipment and machinery, located in various compartments below deck
 - f. sets valve and gear clearances
 - g. pumps out bilges and sewage
 - h. ensures that all fire extinguishers and sprinkler systems are operational
 - i. inspects gear trains, air compressors and generators
 - j. inspects and maintains the external structure of the vessel including propeller shaft and sea valves etc. during annual refit
 - k. removes paint and repaints vessel areas and equipment
 - l. maintains a clean and safe environment in the engine room
2. Performs repair functions on ferry equipment, engines and systems
 - a. maintains and repairs deck machinery, pumps and davits
 - b. assists engineer in performing repairs to vessel equipment and machinery including complete stripping down and re-building of main engines and auxiliary engines, generators, pumps and all related mechanical, electrical hydraulic or pneumatic equipment
 - c. performs hull repairs using welding and cutting techniques
 - d. operates on board lathes, welders, cutting equipment as required
3. Performs other related duties
 - a. conducts and maintains inventory of spare parts and orders parts for engine room
 - b. participates in emergency team responses such as rescue boat crew with a person overboard, marine emergency situations or directing passengers to evacuation ladders
 - c. provide first response to below deck fires with fire extinguisher or wearing fire fighting clothing and breathing equipment works hoses under direction to fight on board fires
 - d. signs delivery slips for oil and fuel
 - e. performs night watchman duties, makes various repairs to equipment, takes on fuel and starts all engines and equipment to have vessel operational ready for first sailing.



ORGANIZATION CHART

Benchmark Job #194

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand and apply accepted mechanical and electrical methods to maintain vessel equipment and assist engineers in the repair, maintenance, re-building and installation of engines and vessel systems.</p> | E | 145 |
| 2 | <p>MENTAL DEMANDS Judgement to assess repair requirement problems and choose and approach using a combination of accepted electrical or mechanical methods and equipment to carry out assigned electrical or mechanical repairs and to assist Engineer in the repair, maintenance, rebuilding and installation of engines and vessel systems.</p> | D | 100 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation regarding equipment malfunctions and repair work requirements with co-workers and engineer.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use measuring instruments to set valve clearances, operate welding equipment and use various hand tools to repair equipment to close tolerances.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to inspect, adjust, maintain, service or repair mechanical, electrical, hydraulic or pneumatic equipment on ferry.</p> | D | 75 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign for fuel and oil received.</p> | A | 5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to assist in performing full maintenance of all equipment and machinery on vessel and technical facilities.</p> | D | 22.5 |

ORGANIZATION CHART
Benchmark Job #194

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited or no responsibility for human resources. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the appropriate monitoring and servicing of all ferry equipment for the safe operation of the vessel. | C | 15 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Intense attention to detail to almost always observe visually by smell and by hearing monitor performance of vessel machinery and equipment while vessel is in operation. | D | 18 |
| 11 | PHYSICAL EFFORT Heavy physical effort to frequently crawl, crouch, push, pull, lift and work in awkward positions below deck to monitor, maintain and repair equipment. | E | 24 |
| 12 | SURROUNDINGS Exposure to working in confined spaces almost always. | E | 12 |
| 13 | HAZARDS High level of exposure to hazards from almost always inspecting and repairing moving equipment on ferry vessel. | E | 12 |

Total Points: 486

Level: Range 13

JOB DESCRIPTION

Reference Job #MR-06

Ministry: Transportation and Highways
Branch: Marine Branch, Needles Cable Ferry
Location: Nelson

Working Title: **Ferry Operator – Needles Cable**
Level: Range 13
NOC Code: 7435

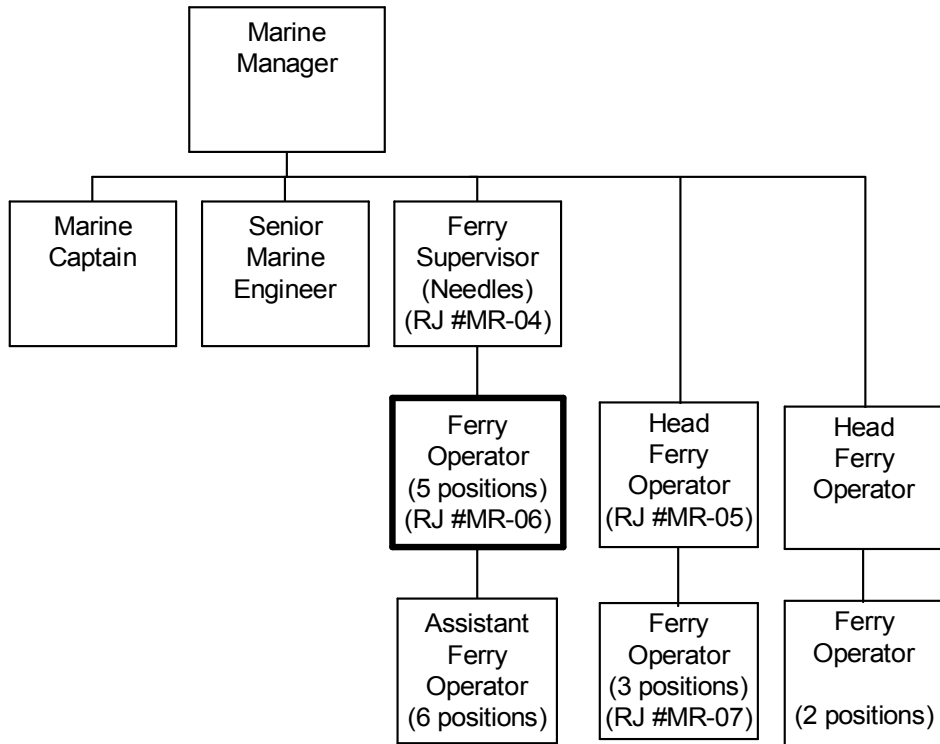
PRIMARY FUNCTION

To operate and maintain a two-person crew, 40 car capacity cable ferry (including the ferry, ferry landings, machinery, and buildings) and supervise the Assistant Ferry Operator.

JOB DUTIES AND TASKS

1. Operates and assists in the maintenance of Needles Cable Ferry
 - a. carries out or supervises the completion of planned maintenance routines on all operating machinery and ancillary equipment, as delegated by the supervisor
 - b. operates the machinery in accordance with safety regulations and considering the comfort and safety of passengers
 - c. carries out running repairs as directed by the supervisor
 - d. carries out emergency repairs on own initiative if circumstances dictate this action
 - e. reports unsafe water or weather conditions to the supervisor
 - f. checks machinery and ancillary equipment for operating performance and/or appearance and reports defects and repairs needed to the supervisor
 - g. assists in the preparation of refit lists and reports refit defects and other work to the supervisor
 - h. checks the terminal buildings and restrooms for defects and reports repairs needed to the supervisor
 - i. validates receipt of goods
2. Ensures that the safety, fire fighting and lifesaving equipment is available and certified fit for use both aboard the ferry and at the terminals
 - a. checks equipment at the commencement of each shift and reports deficiencies to the supervisor
 - b. takes immediate action to alleviate circumstances threatening safety, in the absence of the supervisor
3. Supervises the work of an Assistant Ferry Operator
 - a. completes employee performance appraisals and takes disciplinary action
 - b. instructs subordinate staff in maintenance and repair work and operation procedures
 - c. ensures a safe working environment

ORGANIZATION CHART
Reference Job #MR-06



ORGANIZATION CHART

Reference Job #MR-06

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand and apply the accepted methods of cable ferry operations and how they relate to safe operation and maintenance of a 40 car, 150 passenger cable ferry, and supervision of an assistant ferry operator.</p> | E | 145 |
| 2 | <p>MENTAL DEMANDS Judgement to assess known information and choose an approach using accepted cable ferry operation and maintenance procedures and equipment to operate or supervise the operation of the Needles Cable Ferry during a shift.</p> | D | 100 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discipline an assistant ferry operator.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to dock a cable ferry.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, past practices and previous instructions selects a course of action to operate and maintain the Needles Cable Ferry.</p> | C | 50 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of goods.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to operate a 40 car cable ferry.</p> | E | 33 |

ORGANIZATION CHART

Reference Job #MR-06

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise an Assistant Ferry Operator, appraise employee performance and take disciplinary action (1 FTE). | DD | 19 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to operate a cable ferry. | E | 40 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration and attention to detail to visually and by hearing inspect operations frequently. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently stand or walk. | C | 12 |
| 12 | SURROUNDINGS Exposure to all weather conditions frequently (shelter available). | C | 6 |
| 13 | HAZARDS Moderate exposure to hazards from working near moving vehicles frequently. | C | 6 |

Total Points: 505.5

Level: Range 13

JOB DESCRIPTION

Reference Job #MR-05

Ministry: Transportation and Highways
Branch: Marine Branch, Arrow Park Cable Ferry
Location: Selkirk

Working Title: **Head Ferry Operator**
Level: Range 14
NOC Code: 7435

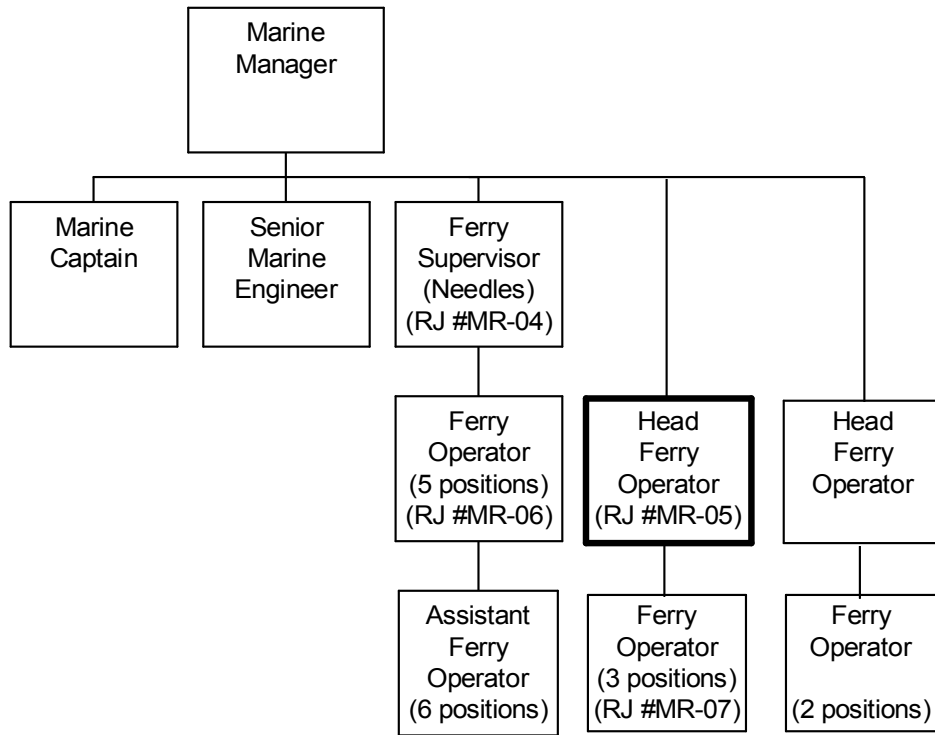
PRIMARY FUNCTION

To be responsible as supervisor of several one-person crews, for the safe and efficient operation and maintenance of a 28 car, 75 passenger capacity (carrying approximately 55,000 vehicles per year) ferry system (including the ferry, ferry landings, machinery, buildings), and operate the ferry on a shift.

JOB DUTIES AND TASKS

1. Operates the ferry on a shift
 - a. operates the machinery in a safe and effective manner in accordance with safety regulations and user advice manuals
2. Ensures that the cable ferry's machinery and ancillary equipment is operative and maintained in peak condition at all times
 - a. carries out or supervises the completion of the prescribed maintenance routines running for all machinery and ancillary equipment
 - b. carries out running repairs or ensures that all repairs to the main operating machinery and ancillary equipment are carried out by staff or contractors
 - c. verifies the completion of maintenance, overhauls, repairs, and rebuilding of machinery and ancillary equipment by staff and contractors in order that the Marine Manager can certify satisfactory contract performance
3. Ensures that all phases of ship board maintenance are carried out
 - a. checks onboard equipment, condition of paint work, bright work and cleaning
4. Ensures that the ferry's terminal equipment and buildings are maintained
 - a. checks the machinery and building for operational efficiency, quality of repair and appearance
 - b. checks the buildings for cleanliness
5. Ensures that safety and lifesaving equipment is available and has been certified fit for use both at the terminals and aboard the vessel
 - a. checks equipment and dates of last certified tests/inspection
 - b. ensures that the equipment meets all prescribed regulations
6. Prepares refit lists and oversees the refit of the vessel
 - a. notes the major and minor defects between refits
 - b. ensures that the refit list of work to be done is complete
 - c. oversees the refit at all phases and assists in ensuring the work is carried out promptly and at an acceptable level of quality
7. Supervises the work of three ferry operators
 - a. administers the BCGEU Master and Component Agreements
 - b. authorizes overtime when justified
 - c. prepares employee performance appraisals
 - d. initiates disciplinary action when appropriate
 - e. inducts new employees and provides orientation
 - f. initiates and arranges training programs
8. Performs other related duties
 - a. ensures that a safe work environment exists at all times and the ferry is operated in a safe manner
 - b. meets and deals with the public in a tactful and courteous manner on matters concerning the cable ferry operations

ORGANIZATION CHART
Reference Job #MR-05



ORGANIZATION CHART

Reference Job #MR-05

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand and apply the accepted methods of cable ferry operations to be responsible for the operation and maintenance of a lower-volume barge-type passenger cable ferry, operating on a non-highway route.</p> | E | 145 |
| 2 | <p>MENTAL DEMANDS Judgement to assess known information and choose an approach using accepted cable ferry operating and maintenance procedures and equipment to supervise the operation and maintenance of the Arrow Park barge-type cable ferry, operating on a non-highway route.</p> | D | 100 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills required to appraise and discipline ferry operators.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to operate a cable ferry.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to supervise the operation and maintenance of a lower-volume cable ferry operating on a non-highway route, as well as landings, machinery and buildings.</p> | D | 75 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime.</p> | D | 22.5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to supervise the full maintenance and repair of ferry equipment.</p> | E | 33 |

ORGANIZATION CHART

Reference Job #MR-05

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (3 FTEs). | DE | 20 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to be responsible for a cable ferry. | E | 40 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration and attention to detail to visually and by hearing inspect operations frequently. | C | 12 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to occasionally move or carry heavy weights while carrying out repairs. | D | 18 |
| 12 | SURROUNDINGS Exposure to all weather conditions frequently (shelter available). | C | 6 |
| 13 | HAZARDS Significant exposure to hazards from working near moving equipment frequently. | C | 6 |

Total Points: 545

Level: Range 14

JOB DESCRIPTION

Reference Job #MR-04

Ministry: Transportation and Highways
Branch: Marine Branch, Needles Cable Ferry
Location: Nelson

Working Title: **Ferry Supervisor**
Level: Range 18
NOC Code: 7435

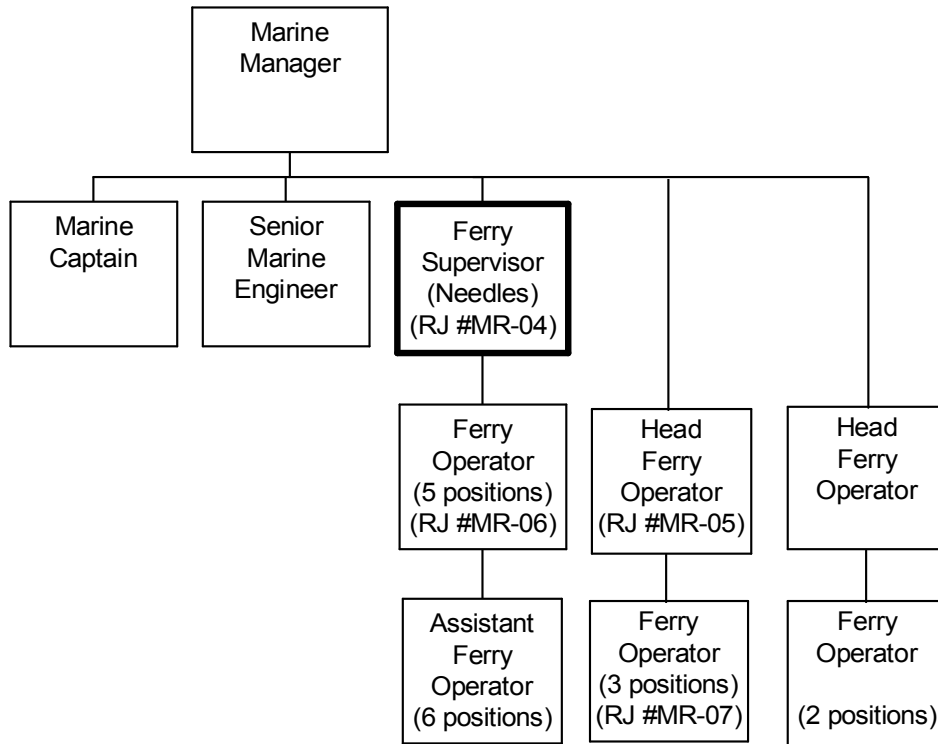
PRIMARY FUNCTION

To be responsible, as a land-based supervisor of several two-person crews, for the administration of shift operations and repairs for a 40 car, 150 passenger capacity (carrying approximately 200,000 vehicles per year) cable ferry system (including the ferry, ferry landings, machinery, and buildings) operating as part of a numbered highway route.

JOB DUTIES AND TASKS

1. Prepares refit lists and oversees the refit of the vessel
 - a. notes the major and minor defects between refits
 - b. ensures that the refit list of work to be done is complete
 - c. oversees the refit at all phases and ensures the work is carried out promptly and at an acceptable level of quality
2. Supervises the work of five ferry operators and six assistant ferry operators (11 FTE's)
 - a. administers the BCGEU Master and Component Agreements
 - b. authorizes overtime when justified
 - c. prepares employee appraisals
 - d. initiates disciplinary action when appropriate
 - e. inducts new employees and provides orientation
 - f. initiates and arranges training programs
3. Ensures that the cable ferry's machinery and ancillary equipment is operative and maintained in peak condition at all times
 - a. carries out or supervises the completion of the prescribed maintenance routines for all machinery and ancillary equipment
 - b. carries out repairs or supervises all repairs to the main operating machinery and ancillary equipment carried out by staff or contractors
 - c. verifies the completion of maintenance, overhauls, repairs, and rebuilding of machinery and ancillary equipment by staff and contractors in order that the Marine Manager can certify satisfactory contract performance
4. Ensures that all phases of ship board maintenance are carried out
 - a. checks onboard equipment, condition of paint work, bright work and cleaning
5. Ensures that the ferry's terminal equipment and buildings are maintained
 - a. checks the machinery and building for operational efficiency, quality of repair and appearance
 - b. checks the buildings for cleanliness
6. Ensures that safety and lifesaving equipment is available and has been certified fit for use both at the terminals and aboard the vessel
 - a. checks equipment and dates of last certified tests/inspection
 - b. ensures that the equipment meets all prescribed regulations
7. Performs other related duties
 - a. ensures that a safe work environment exists at all times and the ferry is operated in a safe manner
 - b. meets and deals with the public in a tactful and courteous manner on matters concerning the cable ferry operations

ORGANIZATION CHART
Reference Job #MR-04



ORGANIZATION CHART

Reference Job #MR-04

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Have a practical understanding of cable ferry repair and maintenance to be responsible for the administration of multi-shift operations and repairs of a high volume vessel-type passenger cable ferry operating as part of the numbered provincial highway system.</p> | F | 190 |
| 2 | <p>MENTAL DEMANDS Judgement to analyze operational needs and mechanical maintenance and repair requirements and choose an approach using a combination of accepted procedures, techniques and equipment to supervise the Needles vessel-type cable ferry, operating as part of the numbered provincial highway system.</p> | E | 150 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discipline ferry operating staff.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to walk on wet unstable surfaces while onboard the ferry.</p> | C | 15 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative courses of action to supervise the operation and maintenance of the Needles Cable Ferry, operating as part of the numbered provincial highway system.</p> | D | 75 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize overtime.</p> | D | 22.5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to supervise the full maintenance and repair of ferry equipment.</p> | E | 33 |

ORGANIZATION CHART

Reference Job #MR-04

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (11 FTEs). | DG | 23 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to be responsible for a cable ferry carrying up to 150 members of the public as well as crew. | E | 40 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration and attention to detail to visually and by hearing inspect operations frequently. | C | 12 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to occasionally move or carry heavy weights while carrying out repairs. | D | 18 |
| 12 | SURROUNDINGS Exposure to all weather conditions frequently (shelter available). | C | 6 |
| 13 | HAZARDS Moderate exposure to hazards from working around moving equipment frequently. | C | 6 |

Total Points: 635.5

Level: Range 18

Ministry: Transportation and Highways
Branch: Marine Branch, Kootenay Lake Ferry
Location: Balfour

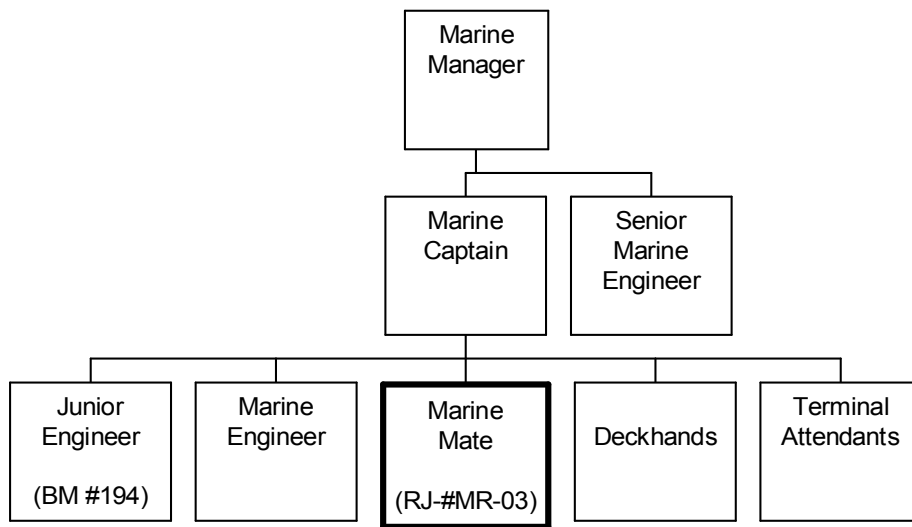
Working Title: **Marine Mate**
Level: Range 18
NOC Code: 2273

PRIMARY FUNCTION

To function as second in command of an inland lakes ferry of less than 1250 gross tonnage; to direct the loading and unloading of passengers and vehicles, train deck crew and terminal attendants, maintain the vessel and ensure adherence to regulations and standards.

JOB DUTIES AND TASKS

1. Functions as second in command of inland lakes ferry
 - a. assumes full bridge responsibilities when necessary including navigating by radar, monitoring vessel traffic and movement, conducting rough weather and freezing weather procedures, performing radio communication and docking and departing the vessel from the terminal
2. Directs the loading and unloading of passengers and vehicles on an inland lakes ferry
 - a. ensures that safety procedures are followed embarking and disembarking of vessel including monitoring the placement of apron, mooring lines and loading ramp, and ensuring load stability
 - b. instructs shore personnel in the correct marshalling of vehicles within the terminal to facilitate loading
 - c. ensures that dangerous cargo regulations are complied with
 - d. ensures that a deck watch is maintained and that unsafe conditions are reported promptly
 - e. organizes fog watch during poor visibility conditions
 - f. assigns, monitors and examines work of deck crew (3 FTEs) including recruiting, training, conducting drills and providing performance information input
 - g. maintains discipline and coordinates activities of deck crew
 - h. maintains traffic and passenger counts
3. Trains deck crews and terminal attendants
 - a. determines needs and provides training to terminal attendants in setting up traffic lanes, priority boarding and cargo regulations
 - b. determines need and trains deck crew in cleaning, repairing and maintaining vessel and equipment including scraping and chipping paint, pressure washing, painting and cleaning and maintaining safety and emergency equipment etc.
 - c. conducts emergency procedure drills and trains deck crew in the use of Self Contained Breathing Apparatus for fire fighting, fire extinguishers, fire hoses, launching life rafts, issue life jackets, evacuation ladders and other emergency procedures
 - d. organizes and monitors on-board training programs on rope work, ship structure and navigational aides etc.
 - e. provides recommendations on training, safety, procedures, and maintenance of ferry
4. Maintains vessel
 - a. inspects and directs the scraping preparation and painting of vessel
 - b. monitors the servicing of the vessel at the terminal and ensures that vessel is kept clean and maintained
5. Performs other related duties
 - a. records daily activities on activity sheets and maintains Mate log
 - b. responds to enquiries and exchanges information with the general public and ministry staff
 - c. operates tugs and barges during vessel refit
 - d. directs crew during emergencies such as during fires and when a person is overboard etc.
 - e. orders goods and services and validates acceptable condition up to \$2,000



ORGANIZATION CHART

Reference Job # MR-03

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Have a practical understanding of marine operations to function as second in command of a passenger ferry.</p> | F | 190 |
| 2 | <p>MENTAL DEMANDS Judgement to apply analysis and interpretation of marine operations and the situation to ensure passenger and crew safety in all circumstances.</p> | E | 150 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to explain corrective requirements regarding work quality.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to manoeuvre and dock vessel in all conditions.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry operational policy and safety procedures and marine regulations applies accepted work methods in a different way to assume full bridge responsibilities when required.</p> | E | 120 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of goods received in amount ordered and in acceptable conditions to allow payment.</p> | C | 15 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to assume full bridge responsibilities when necessary for a passenger ferry.</p> | E | 33 |

ORGANIZATION CHART

Reference Job # MR-03

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine work of deck crew (3 FTEs). | CD | 14 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to operate an inland lakes ferry. | E | 40 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch and hearing navigate a vessel. | C | 12 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently stand or walk. | C | 12 |
| 12 | SURROUNDINGS Exposure to frequent outside work in all weather conditions. (Shelter available). | C | 6 |
| 13 | HAZARDS Moderate exposure to hazards from frequent walking on slippery surfaces. | C | 6 |

Total Points: 650.5

Level: Range 18

Ministry: Transportation and Highways
Branch: Marine Branch, Albion Ferry
Location: Albion

Working Title:
Level:
NOC Code:

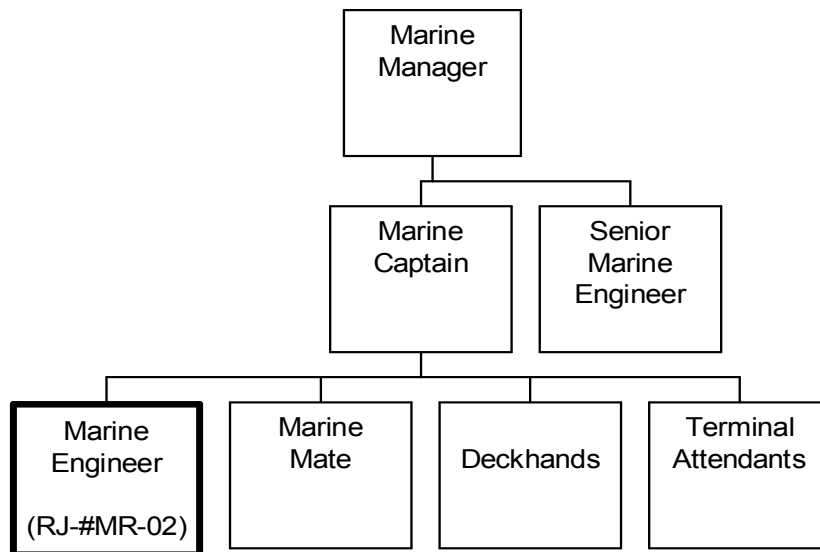
Marine Engineer
Range 21
2274

PRIMARY FUNCTION

To provide maintenance and repairs of main propulsion machinery, generators and related machinery and equipment on an inland ferry which require a third class engineering ticket.

JOB DUTIES AND TASKS

1. Monitors, maintains and repairs equipment, engines, auxiliary equipment, generators, compressors, refrigeration, water cooling and fuel systems and pumps on an inland ferry
 - a. monitors and detects any unusual noises and vibrations, performs trouble-shooting on equipment and determines whether repairs are necessary
 - b. performs routine maintenance such as oil changes, filter changes and cleans suction strainers
 - c. diagnoses and conducts repairs including performing plumbing, welding and cutting if required
 - d. estimates costs and recommends major repairs or whether to pull vessel out of service if necessary
 - e. designs replacement parts and recommends parts to be ordered in case of breakdown
 - f. greases machinery and working parts
 - g. changes light bulbs and indicator lights
 - h. completes reports on breakdowns and accidents
 - i. calibrates steering system
2. Performs electrical maintenance and repairs
 - a. performs electrical maintenance on motors including changing over generators
 - b. changes regulators, fuses, ballasts in light fixtures and switches
 - c. maintains and repairs electrical and manual ram winches
 - d. checks gang motors and gangway controls
 - e. checks, adjusts and recounts equipment such as natural gas sensors
3. Checks and maintains safety equipment
 - a. checks diesel and hydraulic fire pumps
 - b. maintains anchor winch
 - c. participates in safety drills
4. Performs other related duties
 - a. cleans machinery, bulkhead and decks
 - b. attends meetings as required to discuss mechanical problems and safety issues etc.
 - c. trains new engineers in day-to-day mechanical and procedural operations and instructs deckhands and mates on equipment
 - d. directs firefighting crew and organizes emergency parties
 - e. assigns, monitors and examines work of maintenance/repair workers or instructs contractors who are brought in to perform repairs and checks and signs contractor's work as completed
 - f. maintains and updates performance and maintenance logs
 - g. fuels up ferry with natural gas and diesel fuel and verifies and signs fuel and oil bills for ferry



ORGANIZATION CHART

Reference Job # MR-02

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand the principles of marine engineering to provide maintenance and repair of main propulsion machinery, generators and related machinery and equipment on an inland ferry.</p> | G | 250 |
| 2 | <p>MENTAL DEMANDS Judgement to use the principals of marine engineering, reviews the work of trades contract repairs to vessel propulsion systems</p> | F | 175 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to provide direction for completion of work tasks to deckhands.</p> | C | 30 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to calibrate and adjust equipment to precise tolerances.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by marine engineering standards, applies accepted work methods in a different way to diagnose problems and repair marine equipment.</p> | E | 120 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for purchasing decisions/contracts requiring subject matter knowledge.</p> | D | 22.5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to perform full maintenance and repair of marine equipment.</p> | E | 33 |

ORGANIZATION CHART

Reference Job # MR-02

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of maintenance/repair workers (up to 1 FTE of employees). | CC | 13 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure the safety of others by maintaining and repairing marine equipment on a passenger ferry. | D | 25 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration, visually and by touch, to monitor and operate marine machinery almost always. | D | 18 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to frequently work in awkward positions. | E | 24 |
| 12 | SURROUNDINGS Exposure to frequently working in confined spaces. | D | 9 |
| 13 | HAZARDS Significant exposure to hazards from frequently repairing moving equipment. | D | 9 |

Total Points: 751

Level: Range 21

JOB DESCRIPTION
Reference Job # MR-01

Ministry: Transportation and Highways
Branch: Marine Branch, Galena Bay Ferry
Location: Revelstoke

Working Title:
Level:
NOC Code:

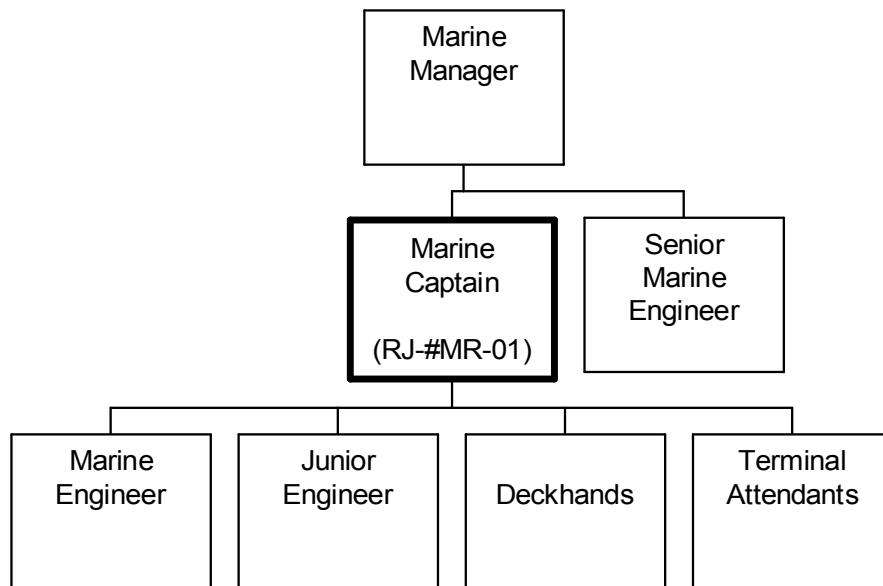
Marine Captain
Range 24
2273

PRIMARY FUNCTION

To command and assume responsibility for the shift operation and operational maintenance of an inland vehicle and passenger ferry of less than 1250 gross tonnage registered under and operating in accordance with the Canada Shipping Act and related regulation.

JOB DUTIES AND TASKS

1. Commands and navigates a passenger vehicle ferry on an inland waterway
 - a. commands, navigates and docks vessel in accordance with the Canada Shipping Act, safe working practices and related regulations
 - b. ensures that the objectives of the posted schedule are done in the safest and most efficient manner
 - c. makes decisions concerning the safety of ship, passengers and crew when necessary such as during emergencies and when changing course etc.
 - d. operates electronic aids to navigation and applies information received
 - e. participates in vessel traffic management systems operated by the Federal Ministry of Transport and advising transiting vessels of the ferry's presence and its intended route
 - f. maintains and completes logs, records and reports relating to the ferry and marine incidents
 - g. observes and maintains behavioural discipline of passengers while aboard ferry
 - h. supervises crew and shore staff including recruiting, orientation, arranging training and appraising employee performance
 - i. ensures vessel and docking facilities are kept up to all standards and recommends major repairs
2. Performs other related duties
 - a. exchanges information with the general public regarding ferry operations
 - b. decides when and if it is necessary to deviate from the posted schedule including cessation of service due to weather conditions, machinery/equipment problems or personnel deficiencies
 - c. ensures vessels and docking facilities are in accordance with standards and recommends major repairs
 - d. monitors contract performance on works and service contracts
 - e. hires contractors and authorizes Local Minor Purchase Orders



ORGANIZATION CHART

Reference Job # MR-01

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Understand the principles of marine navigation and ferry operations to apply marine standards to direct a passenger ferry operation.</p> | G | 250 |
| 2 | <p>MENTAL DEMANDS Judgement to modify approaches to plan a course of action to ensure the safety of crew, passengers and vessel in all operational circumstances.</p> | G | 200 |
| 3 | <p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use counselling skills to appraise and discipline subordinates.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to manoeuvre and dock vessels in all conditions.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by marine transport standards, commands a passenger ferry ensuring the safety of passengers, crew and vessel in all operational circumstances.</p> | F | 160 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to authorize purchase on Local Minor Purchase Orders to a \$5,000 spending limit.</p> | D | 22.5 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to command a passenger vehicle ferry.</p> | F | 43 |

ORGANIZATION CHART

Reference Job # MR-01

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (5-10 FTEs). | DF | 21 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to command a passenger ferry vessel. | F | 50 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness to almost always observe weather and water conditions. | D | 18 |
| 11 | PHYSICAL EFFORT Moderate physical effort to frequently stand or walk. | C | 12 |
| 12 | SURROUNDINGS Exposure to frequent outside work in all weather conditions (shelter available). | C | 6 |
| 13 | HAZARDS Moderate exposure to hazards from frequent walking on slippery surfaces. | C | 6 |

Total Points: 856

Level: Range 24