



## POSTING

Amherst Island Ferry Captain  
Temporary, full-time – 12 Month Contract

**Why Choose Loyalist for Your Next Great Career Opportunity?** Loyalist Township is committed to developing people who are passionate about making a difference. We encourage learning and development and believe a respectful team-based workplace is an effective and healthy workplace. We offer excellent pay including an OMERS pension as well as free counselling services for staff and their families. The residents, businesses, and tourists of Amherst Island rely on the dedicated crew for safe passage. Service to our community and each other is what we do.

*Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.*

**What You Offer Loyalist as a Ferry Captain:** *You are reliable, hard-working, and team oriented. You have well developed leadership skills, lead by example, and are motivated to teach our up and coming staff “the ropes”. You have excellent customer service skills and are energized at the thought of being part of an exciting new age in water transportation.*

*If this sounds like a great fit to what you are looking for, we would love to hear from you!*

File No: 2022-83 Ferry Captain (12 Month Full-time Contract)  
Hours: Hours variable as scheduled  
Rate: \$71,250 - \$82,179 Annually (\$38.66 - \$44.59/hr)  
Closing: **Open Until Filled, resumes will be reviewed as of December 5th, 2022**

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



**POSITION TITLE: FERRY CAPTAIN**

**DEPARTMENT: COMMUNITY & CUSTOMER SERVICE**

**REPORTS TO: SENIOR FERRY CAPTAIN**

**CATEGORY: TEMPORARY FULL-TIME (12 Month Contract)**

**UPDATED: MARCH 2022**

---

**POSITION SUMMARY:**

- To assume command and direct the operation of a marine vessel on a shift basis for the Amherst Island Ferry Service in order to provide safe and efficient two-way marine transportation for vehicles and passengers; and
- To provide direct supervision to the assigned crew and perform supervisory functions for the purpose of the Collective Agreement.

**MINIMUM QUALIFICATIONS:**

- Grade 12 education plus a Department of Transportation Certificate, Master Limited Greater than 60 Tonnes;
- Three to five years' experience working aboard a comparable vessel;
- Good communication and supervisory skills, ability to provide leadership to a crew and to work with other crews, as needed
- Excellent interpersonal skills for interaction with the public and with management and non-management employees.

**DUTIES AND RESPONSIBILITIES:**

The Ferry Captain is responsible for the day-to-day operation of the vessel(s) assigned to the Amherst Island Ferry Service and for first-line supervision of the crew, as well as reporting to the Senior Captain and others.

The Ferry Captain shall perform regular duties and responsibilities as follows:

**Navigate the vessel between two stations following a pre-determined course by:**

- knowing and following pertinent Transport Canada regulations, Ministry of Transportation requirements as ship owner, and Ferry Service Standing Orders and other relevant Township policies;
- Making decisions to suspend operation due to weather, mechanical issues, etc.
- using experience, skills and a variety of equipment to navigate and dock safely in all weather conditions;
- supervising the loading and unloading of the vessel to maximize space and ensure safety by determining safe load capacities and configurations;

- maintaining the pre-determined schedule unless circumstances, such as weather or emergencies, require deviation;
- ensuring that the ferry is operated with fuel efficiency in mind, while still responding to the ferry schedule;
- recording conditions and events in the Ship's Log.

**Ensure complete safety of passengers, employees and vehicles at all times by:**

- strictly adhering to Transport Canada ship safety regulations;
- ensuring that all crew members are adequately trained in all safety measures and have read and understand the Township's Health and Safety Procedural Manual;
- reviewing Workplace Safety Inspections and ensuring that minor repairs are completed promptly;
- conducting routine drills to maintain Transport Canada proficiencies in accordance with a schedule determined by regulations and by management;
- ensuring that the ramps, deck, stairs and all walking surfaces are maintained in safe condition by removing ice and snow and sanding as needed;
- ensuring that staff use safety equipment as needed and wear appropriate safety clothing and footwear at all times;
- ensuring that vehicles are loaded in a manner that allows passengers to exit vehicles if needed;
- reporting safety concerns immediately to the appropriate authority, including Senior Captain, Public Transportation & Fleet Supervisor, Ministry of Transportation, Canadian Coast Guard, Transportation Safety Board and Transport Canada.

**Provide first line supervision to assigned crew by:**

- ensuring that all crew are aware of their duties and perform all duties in accordance with set procedures and practices;
- reviewing time sheets for accuracy and completeness and approving same;
- monitoring, coaching and providing guidance to crew for performance improvement; and recommending discipline when needed;
- providing on-board training, including regular rotation in the wheelhouse, to all staff to improve their skills and their opportunities for advancement;
- conducting performance evaluations for permanent and relief crew on a schedule determined by management;
- observing staff for advancement potential and making recommendations to the Senior Captain;
- promoting positive workplace relationships by communicating with crew and responding to issues as they occur;
- requiring staff to report for duty wearing clean and presentable uniforms;
- ensuring that all staff communicate with passengers politely and with respect;

- responding as Supervisor at Step 1 of the Grievance Procedure in the Collective Agreement;
- ensuring that the terms of the Collective Agreement are followed;
- reviewing collective agreement and offer suggestions for amendments.

**Act as liaison between assigned crew and the Senior Captain, senior management, Transport Canada and the Ministry of Transportation by:**

- forwarding any maintenance requests to the Senior Captain or designate;
  - Report any maintenance issues that cannot be immediately addressed by Engineer on duty to the Senior Captain, next captain on duty and if necessary MTO maintenance staff directly and ensure issue is noted in Ship's Log
- advising Senior Captain and management of temporary interruption in ferry service;
- requesting assistance from Public Works crew for dock maintenance;
- suggesting agenda items for, and participating in Ferry Captains' meetings;
- reporting all incidents to appropriate authorities, including reporting fuel spills immediately;
- ensuring that each crew member has a seaman's book onboard and is signed on and discharged as required;
- maintaining radio communication with Canadian Coast Guard, as needed.
- In the event that the Senior Captain is unavailable, report any incidents normally reported to the Senior Captain to the Public Transportation & Fleet Supervisor

**Perform supervisory and administrative duties such as:**

- maintaining Ship's Log, Radio Log and traffic logs;
- participating in interviews for full time and part time crew, if requested;
- contacting Ferry Office to arrange for emergency relief and dock patrol staff;
- responding to on-board enquiries from the public and assist staff with handling disputes, such as payment of fares, order of loading, etc.;
- provide agenda items for and attend and participate in Captains' Meetings,
- assisting with ferry service administrative tasks as requested by the Senior Captain or Public Transportation & Fleet Supervisor;
- being available for emergency call-back between 2:00 a.m. and 5:45 a.m. and to call in required crew;
- posting notices regarding interruption of services as required;
- Completing and forwarding; WSIB forms, township incident reports, Transportation Canada casualty reports, occurrence logs, etc.
- in the absence of the Senior Ferry Captain, scheduling staff for unforeseen replacements.

**Perform all other duties as assigned.**