

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Coxswain	LOCATION:	Hamilton Island
DIVISION:	Marina	DIRECT REPORTS:	Nil
REPORTS TO:	Marina Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	November 2010		

JOB PURPOSE

Maintaining a clean marina, boatyard and trail able boat parking area. Assist with Vessel maintenance, vessel preparation, refuelling of vessels and the operation of Boatyard Hardstand

JOB RESPONSIBILITIES (NOT LIMITED TO)

- To operate and maintain vessels in the HIE fleet
- Reporting to Marina Manager and supervisors, qualia guest services and Golf Club Manager
- To operate vessels in the fleet up to and inclusive of a coxswains size limitation
- Supervise and carry out all preventative and scheduled maintenance and repairs for the vessel being operated
- Complete a daily log for vessel operations
- Provides pickup and delivery passengers and freight between Hamilton and Dent Islands.
- Is responsible the vessel operations and passengers in accordance with all OH&S and MSQ Regulations
- Liaising and planning of day to day operations with the management on a daily basis.
- Carries out other work as required by the Marina Manager
- Responsible for crew training
- Manages the use of crew on the vessel

EXPERIENCE & QUALIFICATIONS

- Higher School Certificate or equivalent (Essential)
- Previous experience in Marine Industry including vessel repair and maintenance (Essential)
- Coxswain, open or endorsed to operate in the Whitsunday's (Essential)
- Marine Radio Operations License (Desirable)

PERSON SPECIFICATION/SKILLS

- Motivating personality
- Creativity and initiative
- Attention to detail
- Care and precision
- Excellent customer service skills

KEY WORKING RELATIONSHIPS

- All Marina staff
- All guests
- HIE Executive Team and Stakeholders