

J O B D E S C R I P T I O N

IDENTIFYING INFORMATION		CATEGORY CERTIFICATION	
Ministry	Public Works	SIGNATURES/DATE	PRINT NAME
Department	Conservation Services		
Section	Marine Ecology		
Post Title	Marine Technical Assistant (PID # 690062)		
Present Grade	\$1,140.0) per week (equivalent to the Marine and Ports Nav aids Pilot position)		

MAIN DUTIES:

- 1.0 Operates small boats
- 2.0 Operational duties
- 3.0 Maintaining and servicing of the section's equipment and vessels
- 4.0 Other related duties

SUPERVISORY RESPONSIBILITIES:

Give supervision to those persons who constitute the crew of the vessel to ensure the safe operation of the vessel.
Supervise repair and maintenance work carried out by others.

JOB SUMMARY:

Works under the supervision of the Principal Scientist - Marine. The Marine Technical Assistant maintains the section's equipment and small vessels. In addition, the Marine Technical Assistant operates the scientific equipment on the vessel, assists with work under water and performs other related duties, as required.

EDUCATIONAL REQUIREMENTS:

A sound secondary education, particularly in English and mathematics. A Pilot Class 'A&B' license, an Engine Driver's License, SCUBA Dive Master certification, CPR certification, first aid and oxygen provider certification are required for the job. In addition, the Marine Field Assistant must be knowledgeable and capable in the use of GPS and have a basic knowledge of computers. Intermediate truck license would be an asset.

EXPERIENCE REQUIRED:

The job requires a minimum of three (3) years experience in operating small vessels and 2 years experience as a dive master.

ADDITIONAL INFORMATION;

Must be willing and able to work during the summer months, on weekends, holidays and extended days as required.
Ability to work effectively in rough weather is essential.
Most possess good inter-personal skills and a well developed sense of responsibility.

GENERAL INFORMATION;

The above mentioned responsibility and duties are not exhaustive but indicative of the scope of work for the post. Also, the above does not preclude the Conservation Services Management, after consultation and in agreement with the Top Union official and their membership, the right to make alterations to this job or the workforce to account for technical, social or economic changes should they arise.

1.0 PILOTING DUTIES

- 1.1 The Marine Field Assistant is responsible for operating the small vessels of the Department of Conservation. (i.e. must be able to safely navigate the vessel using GPS and admiralty charts, keep a log of the vessel's positions, activities and operational details.)

2.0 OPERATIONAL DUTIES

- 2.1 Carry out daily maintenance checks on the vessel, its engine and machinery before leaving port and while at sea
- 2.3 Is a member of the crew on any of the section's small vessels
- 2.2 Assist with loading and unloading equipment to be used for field work
- 2.2 Assists in dive operations, on the surface or underwater
- 2.3 Prepares equipment for field work
- 2.4 Orders equipment and supplies
- 2.5 Collects / records data underwater and from scientific equipment on vessels
- 2.6 Enters data in computer

3.0 MAINTENANCE OF THE SECTION'S EQUIPMENT AND VESSELS

- 3.1 Repairs and maintains the section's equipment and small vessels as required.
- 3.2 Keeps records of maintenance and servicing

4.0 OTHER RELATED DUTIES

- 4.1 Performs other duties within job training and expertise, as requested by the Principal Scientist - Marine.