

JOB DESCRIPTION



GENERAL DETAILS

Job Title: Marina and Yard Master

Date Created: 23 Feb. 22

Position Type:

Full-time

Reports To: General Manager

The Marina and Yard Master is a key representative of the Royal Newfoundland Yacht Club and is essential in the safe and efficient operation of the club facilities. As one of the most interactive roles to membership at the Club, the Marina and Yard Master must have excellent communication and people skills and maintain a professional approach to help manage the needs and wants of the various members in collaboration with the General Manager. The success of the role is the ability to avoid conflict, solve issues and challenges, and provide support and assistance.

This is a full-time position having the greatest demands during boating season, April to October, and flexibility through the off season.

ROLES AND RESPONSIBILITIES

Reporting to the General Manager, the general duties of Marina and Yard Master are to:

- Ensure compliance with the RNYC Health and Safety Plan. Review and update as required
- Oversee and conduct RNYC marina operations which generally entail the launching, haul out, movement and storage of vessels, maintenance of Club equipment and infrastructure and the general operation of the RNYC Yard. This would include:
 - winter snow clearing and emergency response
 - Maintenance and upkeep of clubhouse including restaurant equipment
 - Marina utilities- electrical and water services on wharves
 - Repairs and upkeep to wharf infrastructure Working from a raft doing repairs on wharf structures.
- Operate, conduct routine inspection, and record/certificate administration of heavy equipment, including travel lift, boom truck and tractor.
- Supervise other yard staff
- Oversee the maintenance of the sailing school fleet of inflatable boats and motors
- Manage any RNYC direct hire contractors working at Club Facilities
- Ensure all inspection and maintenance activities are conducted and documented as per the RNYC Policy and Procedures Manual.
- Operate and maintain small equipment including in-house motorboat and engine as required
- Address needs of members and visiting boats including support in docking boats,
- Support the GM in the scheduling of haul out and launch of boats and masts
- Support the GM with berth management
- Support membership in boating activities, races and events
- Service grounds in relation to the dock in coordination with the GM
- Support swimming pool maintenance
- Maintenance and upkeep of clubhouse, marina, fuel dock and general grounds

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- Maintain workshop and an active inventory of all tools and equipment
- Assist with maintaining Policy and Procedures, work instructions, guidelines and policies
- Oversee the Junior sailing school repairs and maintenance.

QUALIFICATIONS AND EXPERIENCE

- Pleasure Class Operator certificate or willingness to be trained would be an asset.
- Class 3 Driver's license or willingness to be trained would be an asset
- Experience in operation and maintenance of heavy equipment, especially travel lift and vessel movement apparatus
- Experience in Marina yard operations would be an asset
- Excellent communication skills – written and verbal.
- Ability to work on own initiative and work effectively as a member of a broader team.
- Self-motivated with a pro-active approach and committed to continual improvement.
- Ability to work to tight deadlines whilst prioritising workload in order to meet demands as well as having a good eye for detail and high level of accuracy.

PREFERRED SKILLS

- Experience with Safety Management Systems (Safety Observation / Risk)
- Proficiency in Microsoft word and excel would be considered an asset
- Proficiency in Travel Lift operation and vessel transport
- Proficiency in crane operation and mast stepping and removal.
- Air Brake endorsement
- Knowledge and experience in hydraulics an asset, but not a requirement
- Able to operate standard transmission vehicle
- Ability to operate small inflatable boat with outboard engine

PHYSICAL AND MENTAL REQUIREMENTS

- Available to work evening and weekend when required
- Able to move about on foot to accomplish tasks. Bend, lift, carry, reach/extend arms and hands above shoulder height frequently, or otherwise move in a constantly changing environment. Lifting, carrying, and pushing up to 25 lbs. regularly, 30-35 lbs. frequently, and up to 50 lbs. occasionally
- Ability to stand for long periods of time and to climb regularly
- Physical presence at the job site is essential to perform job duties.

OTHER

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- RNYC will provide appropriate PPE, foul weather gear, protective clothing and on water safety equipment

Employee:		Date:	Click here to enter a date.
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