



Plymouth Yacht Club Waterfront Captain

Plymouth Yacht Club, located in Plymouth, MA, seeks a Waterfront Captain for the upcoming 2022 boating season. The season runs from Late April to Mid-October.

The Waterfront Captain is the face of the Plymouth Yacht Club waterfront and is directly responsible for all that occurs there. Reporting to the Club Manager, the Waterfront Captain ensures safety in all waterfront operations. Job responsibilities include exercising professional judgement and managing all waterfront employees to do so as well. The safe exercise of yachting interests of club members is part of the club mission and is directly overseen by the Waterfront Captain on the club waterfront.

The specific dates of employment for the Waterfront Captain will be determined each season by the Personnel Committee. and will be reflected in an Annual Letter of Employment. A season generally runs from Late April to Mid-October of each year.

The Club owns a large selection of boats, both power and sail. A working knowledge of all operating procedures of Club boats is required.

General Duties and Responsibilities

Installation of Floats/Commencement of Operations: Under the direct supervision of the Waterfront Chairman and with assistance from volunteer members, the Waterfront Captain arranges to have the floats put into the water each Spring and removed each October. The exact time will be determined each season by the Waterfront Committee Chair and published by the Club Manager. Once the floats are secured and systems operating, the launch service will commence operating in accordance with the published schedule.

Club Manager: The Waterfront Captain and Club Manager will meet daily to update and coordinate their operations overseeing all club activities in the facility and the waterfront. However, the Captain's duties and responsibilities are determined by the Waterfront Committee. It is understood that both the Waterfront

Captain and the Club Manager must arrange to have alternate days off so that at least one of them is always at the Club. The Waterfront Captain must be on duty on all weekends and holidays from Memorial Day through Labor Day, even during inclement weather.

Certifications/Qualifications: The Waterfront captain must hold the following current certificates and qualifications:

- US Coast Guard Launch Operators License
- TWIC Card
- First Aid and CPR Certification
- Be a capable swimmer
- Pass CORI check
- Pass Drug/alcohol Test (Pre-employment & Random)

Safety Monitoring of Waterfront activity: The Waterfront Captain is directly responsible for the administration and safety of all Waterfront Operations. This includes any member activities utilizing floats and gangways, all club waterfront personnel and Sailing program instructors and students currently engaged in sailing program activities. The Waterfront Captain is responsible to keep a “weather eye” and coordinate the immediate curtailment of launch and sailing operations when conditions might become dangerous. The Waterfront Captain must inform the Club Manager, Senior Flag Officer and Waterfront Chairperson, when possible, of the shutdown in launch operations and/or sailing program operations.

Specific Duties and Responsibilities

- Training and scheduling the launch operators. Ensure adequate operator coverage during peak periods, particularly weekends and holidays.
- Confirm all launch operators have the proper USCG Licenses
- Maintain and enforce Club dress standards with regard to all launch operators while on Club property

- Oversee ongoing maintenance to all floats, docks and gangways. Make sure all are inspected daily at 8AM for safety and cleanliness.
- Cause to have a high degree of decorum with members and guests.
- Interact with Harbormaster, as necessary, regarding transients and any other matters the Harbormaster deems necessary.
- Administer the transient mooring requests as submitted thru DOCKWA. Properly record all transactions and issue receipts for the acceptance of funds for the use of the Club's facility.
- Interact with the Club Manager, as necessary, to coordinate operations between the Club House and the Waterfront. In slack periods on the Waterfront assign on duty personnel to light maintenance tasks.
- Maintain safety and disciplinary standards for all parties using the Waterfront, including Members, Guests, Sailing Instructors and Students.
- Cause to have a Log properly maintained by on duty personnel. Log should be read daily. Any safety violations or equipment failures are to be reported to the Club Manager, and proper handling should commence immediately.
- Make sure all launches in service are inspected at 8AM at beginning of shift and at all shift changes. Inspections should be noted for safety, cleanliness and remaining fuel capacity. This should be noted in the log, reviewed and signed off by the Waterfront Captain at the start of shift.
- Report to the Waterfront Mechanic immediately all mechanical issues experienced by any Club powered vessels. (Launches and Whalers)
- Cause to maintain order of members dinghies and tenders. Be responsible to assure all dinghies and tenders have the current year sticker. Report and violation of Club Policy to Club Manager and Waterfront Committee Chair for handling.
- Enforce the guidelines issued from time to time regarding the duration of Tie Up times on floats. Subject to change during non- peak hours.
- Enforce the rules of "No Swimming" off the floats.

- Monitor weather conditions at all times and make decisions well in advance of potential trouble.
- Assist in storm preparedness as pertains to all of the clubs waterfront assets.
- Make sure the rules are followed with respect to Observation of Colors.
- Make sure when a Flag Officer is on board that the appropriate Flag is flown.
- Perform other related Club tasks as assigned, from time to time, by the Commodore, Club Manager or Senior Officer in Charge during the absence of the Commodore.