



Madeline Island Ferry Line  
PO Box 66  
La Pointe, WI 54850  
715-747-2051

## CAPTAIN 100T MASTER LICENSE JOB DESCRIPTION

**Job Title:** Captain 100T Master License

**Reports to:** Marine Operations Manager

**Positions reporting to:** Deckhands on respective shifts.

**Summary:** Responsible for ferry boat operation and customer service between Bayfield and La Pointe.

### Responsibilities:

- Provide excellent customer service to all riding the ferryboats and / or potential customers.
- Safe navigating of ferry boats between Madeline Island and Bayfield. The Captain is expected to safely navigate the vessel in the following conditions: Day or night, with heavy boat traffic in varied weather conditions and during times of reduced visibility due to fog, rain or snow.
- Controlled and safe docking of ferryboats in a variety of wind and weather conditions at Bayfield and Island docks.
- Supervise safe ferryboat operation.
- Accurately complete boat trip log.
- Follow Coast Guard Rules of the road and FCC radio operation guidelines.
- Knowledge of and ability to perform and document USCG, SIP (Streamlined Inspection) required inspections.
- Follow Coast Guard regulations with regard to reporting requirements after a serious marine incident (including the responsibility for making sure drug and alcohol testing requirements are met). Follow up with Marine Manager and General Manager to make sure 2692/2692B is filed on a timely basis.
- Document, and report to management, accidents involving vessel allisions and collisions, passengers, crew-members and vehicles.
- Maintain lookout for other vessels or objects. Frequently refer to radar in adverse weather and during night shift operations.
- Communicate promptly with Captains/Boat Operators, Ticket Sellers and Island Office concerning traffic, freight and schedules as appropriate.
- Notify Marine Operations Manager, General Manager or Maintenance and Repair Coordinators promptly of mechanical problems.
- Perform required engine room checks or insure that deckhands have completed checks.
- Using handheld computer accurately sell and collect passenger, auto and other fares as required.
- Load and unload freight with care. Charge freight appropriately. Call in freight to office.
- Coordinate the safe loading of ferryboat with vehicles and passengers.
- Pick up and deliver mail promptly as required per shift worked.
- Maintain and clean passenger areas, deck areas, restrooms, pilothouses and engine rooms.
- Enforce "No Smoking" rules on boats.
- Pick up Bayfield parking lot and Island dock as time allows between trips.
- Empty trash containers and replace liners.
- Assist in maintaining shore facilities as required.
- Paint, make repairs to docks or machinery and perform other projects as scheduled by Marine Operations Manager or as listed in Sinex PM program. Document completed maintenance activities on Sinex PM program. Check fluid levels as well as condition of machinery daily and make appropriate notations on engine log and in vessel log book. (vessel daily check-off sheet).
- Check fuel and oil levels at the beginning of 1<sup>st</sup> vessel shift. Log fuel oil level and any addition of fuel during shifts. Notify management when fuel levels approach required fueling level.
- Perform other tasks as required.

**Required Knowledge, Skills and Abilities:**

- Excellent knowledge of ferryboat operation, area visitor attractions and ferry schedules and rates.
- Basic PC computer skills
- Excellent interpersonal and communication skills with customers, employees and management.
- Current, valid driver's license.

**Required Experience and Training:**

- Current U.S. Coast Guard issued 100 gross ton (or greater) Master's License for all inland waters.
- Current and valid TWIC (Transportation Worker Identification Credential)
- Current FCC issued Marine Operator's permit.
- U.S. Postal Service issued Contractor Employee license.
- First Aid and CPR training.

**Fiscal Responsibilities:**

- Accountable for accurate collection of customer fares and charges.

**Other Responsibilities:**

- Punctuality and attendance are extremely important responsibility of all boat crew.
- Coast Guard regulations require that boat crew have a pre-employment drug test and are subject to random drug and alcohol testing during their employment.
- Ability to work a variety of shifts including weekends, holidays, days, nights, early mornings and during adverse weather.

**Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to stand; use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch or crawl, bend, twist and squat.
- Occasionally required to walk; sit; climb or balance; talk or hear and taste or smell.
- Occasionally must, with assistance lift and or move up to 100 pounds, with frequent lifting and /or carrying of objects weighing up to 50 pounds.
- Required to have specific vision abilities including close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.