



# Job Description - Chief Mate

Updated: February 12, 2021

## The Organization

Brigs is a charitable organization dedicated to building leadership, self-efficacy and self-esteem in youth 13-18. This is accomplished through the peer-to-peer delivery of challenging programs aboard our traditionally-rigged vessel, with a focus on safety and the creation of positive and memorable experiences on board. Brigs also endeavours to foster learning and the development of practical skills, the adoption of environmentally sustainable practices, and an appreciation of the rich marine heritage of the Great Lakes.

## The Vessel and Program

Programs are delivered as voyages on board the TS Playfair, a 72' steel-hulled brigantine-rigged sail training vessel. The Playfair is a purpose-built sail training vessel carrying up to 18 trainees and a crew of 10. The vessel is based in Hamilton, ON and operates on the Great Lakes.

The crew is composed of experienced youth volunteers, with the exception of the Captain and Chief Mate who are adults. The season comprises a spring outfit in preparation for annual inspection by Transport Canada, a spring season of short voyages and day sails in Lake Ontario, a summer season in the Great Lakes, and a fall season of short voyages and day sails back in Lake Ontario. Summer voyages are between 3 days and 2 weeks long.



# Duties and Responsibilities

The Chief Mate will...

1. Maintain a safe, tidy and organized environment on board the vessel and in the shop in accordance with standards set out by the Captain and Brigs Youth Sail Training.
2. Ensure maintenance of the vessel is carried out in such a manner that the vessel can be certified by Transport Canada for sail training, and maintain this level of upkeep throughout the vessel's operational season.
3. Professionally represent the organization to partners and the public.

## Technical

- Operate the vessel in accordance with the Shipping Act, Marine Personnel Regulations, TP 13313 "Standards Relating to the Design, Construction and Operation of Sail Training Vessels", Brigs' Standing Orders, vessel Safety Management System and all other applicable law and policy and ensure compliance is maintained at all times.
- Assist Captain to ensure the vessel is fit to pass Transport Canada inspections as required.
- Assist Captain in planning safe, timely and realistic passages ensuring varied programming, maintaining crew morale and keeping to the schedule.
- Maintain a safe and organized work environment on board the vessel and in the workshop.
- Oversee vessel maintenance including engineering, safety, structure and rigging.
- Ensure adequate provisioning of tools, consumables, water, fuel and food is maintained on board.
- Ensure compliance with all applicable environmental regulations, and satisfy applicable local, provincial and federal guidelines.

## Program

- Maintain a respectful and inclusive environment on board.
- Work with the Captain to deliver the Brigs Youth Sail Training program in line with organisational policies and the Brigs Grade Standards Logbook.
- Maintain high standards of safety, hygiene, seamanship, and professionalism on board.
- Ensure Crew and Trainees are aware of expectations and are adequately trained to operate and complete their responsibilities in a safe manner.
- Foster the personal and professional development of the crew and trainees. Provide the necessary training and opportunities for participants to take on increasing levels of responsibility in operating the vessel. Be patient and versatile when teaching.
- Manage groups of young people from a variety of backgrounds and abilities. Maintain a professional and educational role with the youth crew and trainees, lead by example, be able to resolve conflicts within the group, and ensure the well-being of the young people on board.
- Manage and communicate with temporary adult volunteer crew when present on board, appreciating these crew are donating their expertise and expect an enjoyable and rewarding experience.

## Management and Communication

- Serve as an ambassador and the publicly visible face of Brigs Youth Sail Training.
- Assist Captain with communicating closely with the office, board of directors, and committees.
- Promptly raise any vessel, safety, scheduling or personnel concerns with the Captain and, if applicable, other agencies (coastguard, police, health authorities).
- Communicate effectively with ports, communities and other vessels to ensure the reputation of Brigs Youth Sail Training is held in high regard.
- Perform routine evaluations and feedback sessions for Crew.
- Set a high standard of professionalism and courteousness when interacting with trainees, crew, parents, volunteers, board members and members of the public as outlined in the Brigs Standing Orders. Ensure trainees and crew maintain these standards.
- Maintain and organise work plans for maintenance and communicate these with Crew, volunteers, staff and contractors.

## Qualifications and Requirements

### Mandatory

- Have completed the exams and training required to undertake the Master, Limited <60GT practical exam for Playfair, or the ability to complete these before the beginning of contract.
  - Marine Advanced First Aid
  - ROC-MC radio operator certificate
  - Marine Emergency Duties - Domestic Vessel Safety (MED DVS or MED A2)
  - Simulated Electronic Navigation - Limited
  - Navigation Safety 1 exam
  - Chartwork and Pilotage 1 exam
- Experience sailing and maintaining square-rigged or traditionally rigged vessels
- Experience with diesel engines, generators, electrical (AC & DC), plumbing systems, and wood- and metal-work
- Pass a police background check
- An ability to assess risk and show good judgment
- Excellent problem solving and communication skills
- Ability to remain calm in highly stressful situations
- Ability to lead and work as part of a team
- The job is physically demanding and requires the Chief Mate to be fit and healthy and possess a valid marine medical. While on board the Chief Mate must be able to work safely in all types of weather conditions, including aloft in the rigging.

### Desired

- Experience managing volunteers
- Experience teaching basic skills in woodworking, rigging, sail repair, painting, brightwork, basic mechanical repair/overhaul, minor electrical and plumbing
- At least 1 year experience mentoring and teaching young people.
- Experience with Google Suite

- ❑ Valid Ontario “G” Driver’s license or equivalent

## Working Conditions

The Chief Mate will spend extended periods living aboard the vessel where conditions are cramped. Working times are defined by operational requirements and are irregular. In inclement weather or hazardous conditions the Chief Mate may be required to work for extended shifts up to 18 hours.

The Chief Mate will work flexible full time for the duration of the contract. The Chief Mate will be expected to be available for all vessel engagements and organisational duties during this time. If any clashes with personal arrangements arise, the Chief Mate will make these known promptly. During the core summer training season (Canada Day to Labour Day) the Chief Mate will be required to live on board full time and have no other personal or work commitments.

## Performance Evaluations

The Chief Mate reports to the Captain and Operations Committee Chair, under the overall management of the Executive Director. The Chief Mate will receive monthly performance reviews with feedback, and an exit interview at the end of the contract period.