

## Job Description

Job Title: **Deckhand –FW II or Hula Kai**  
Status: Full time or Part time/Non-Exempt Hourly  
Department: Boat Department  
Reports To: 1<sup>st</sup> Mate, Captain, Boat Dept. Operations Mgr. & Vice President of Operations  
Revision Date: April 2017  
Position Filled By:

### SUMMARY

The purpose of the Deckhand position is to work as part of a team under the general supervision of the Captain and 1<sup>st</sup> Mate to provide Fair Wind guests with exceptional customer service, enhance the snorkel cruise experience, and assure all necessary details of the cruise are completed with the highest level of quality. Ensure Customer safety is a #1 priority at all times and all Fair Wind safety standards, policies and procedures are strictly adhered to.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

- Greet guests and ensure their safe transition as they board/depart the vessel. Closed-toe non-slip shoes with a good grip are to be worn at all times while working on the pier and on land.
- Fit guests with snorkel gear; provide snorkel instruction; assist guests into/out of the water; collect, rinse, sanitize, stow snorkel gear.
- General vessel preparation before/after each cruise, including but not limited to all tasks required to re-stock vessel supplies and to clean the vessel.
- As directed by the Captain and/or 1<sup>st</sup> Mate, serve as bartender to prepare beverages, tally bar tabs, count money, set-up/maintain/put away food items, and assist guests with general first aid.
- Tie/untie mooring lines, use of proper fender placement, carry & position ladders on bow and side of boat by the high dive, set-up/stow fishing tackle, help gaff and reel in fish with safety as a priority, prep snorkel portion of cruise by lowering swim stairs, set out equipment, and swim the bow line out to dive 20 ft to connect to the bow mooring. General boat maintenance tasks are also included. Deckhands are expected to have a working knowledge of commonly used marine knots (i.e. bowline, clove, hitch, etc.)
- Keep Manta float (with passengers hanging onto it) in proper position, requiring extended period of time in water acting as guide and lifeguard.
- Food preparation responsibilities include sanitary food preparation wearing gloves utilizing a kitchen slicer and an on-board Bar-B-Q grill, and clean up of all prep areas and utensils.
- Serve as a Lifeguard and First Aid provider prepared to administer first aid, lifeguard/life saving skills as needed.

- Understand all accident and emergency policies and procedures in the Safety Manual, working with entire Crew to ensure that all safety requirements and procedures are adhered to.
- Deckhands are expected to have a working understanding of the timing of daily operations and demonstrate self-management in completing tasks timely and efficiently.
- Fill-in on other company vessels as Crew.
- Train co-workers in Deckhand duties consistent with company standards.
- Deckhands are expected to participate in dry-dock work on the vessel usually once a year and includes manual labor at the harbor including sanding, painting, etc.
- Perform other assignments under direction of the Captain or 1<sup>st</sup> Mate.

***Expectations:***

- ***Uphold the highest levels of Fair Wind professional standards by behaving so that your performance consistently meets our “Exceed Customer Expectations” service and safety standards.***
- ***Safety is a #1 priority. Keep your eyes wide open and your attention alert to improve and increase your Safety awareness and accident prevention.***
- ***Maintain current valid First-Aid, CPR, AED, and Lifeguard Certifications (or obtain as soon as possible within one year of hire).***
- ***Maintain an appropriately enthusiastic attitude and behave in a proactively intelligent manner with guests and fellow Crew.***
- ***Daily, as required, assist the 1<sup>st</sup> & 2<sup>nd</sup> Mates to ensure that all boat mechanical systems and all food/beverage/snorkel items are checked, and their status reported to the Captain in a timely manner.***
- ***Regularly consult the Crew Schedule for updates and changes and your own Timeforce account to ensure overtime is controlled.***
- ***Follow proper procedures for submitting Requests For Time-Off, Vacation/Leave of Absence, and for posting Timeforce IN/OUT entries in a timely & accurate manner.***
- ***Treat all company tools, property, and supplies with respect and care.***

Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity, and continued improvement.

*Expectation: Interacts in a calm professional manner, keeping calm under pressure & morale and productivity are high.*

**ADDITIONAL RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS INCLUDE:**

- Familiarization with Fair Wind, Inc mission, goals, policies, and Employee & Safety Manuals.
- Expertise in all phases of the Deckhand’s responsibilities.
- Consistently seek to improve and master your skills and abilities by focusing on your Supervisors’ direction, and by taking advantage of all training opportunities.

Regular progress towards qualifying for the 2nd Mate position strongly encouraged.

**BASIC KNOWLEDGE & SKILL QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and physical demands and/or abilities required. Reasonable accommodations may be made to enable qualified individuals to perform essential functions. Safety to passengers and crew is a #1 priority.

**Physical Requirements:** Good swimmer who is comfortable in the open ocean. Lifeguard certification or ability to become certified. Requires being able to free dive to 20 feet, jump from 15 ft. above the water, heavy lifting, and working long hours outdoors on the ocean.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; push/pull & reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Certifications: Current valid CPR, AED, FIRST-AID and LIFEGUARD** Certifications (or obtain as soon as possible within one year of hire). Fair Wind will schedule & pay expenses for initial lifeguard course (if you miss a class or do not attend, it is your responsibility to become certified at your own expense). Pre-employment and on-going random drug testing required.

**Technical Skills:** Ability to perform marine knots with proficiency.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Mental Requirements:**

Requires attention to detail and ability to read and interpret operating and procedure manuals.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of technical instructions and deal with several abstract and concrete variables.

**Interpersonal Skills:** Comfortable and effective performing in a team environment and interacting with a diverse variety of individuals.

**Language Skills:** Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Able to speak effectively before groups of customers or employees of the organization.

**Communication Requirements:**

Professional and clear verbal communication skills are essential for effectively communicating with customers as well as fellow crewmembers.

**Work Environment**

Approximately 90% of the work is performed outdoors exposed to the elements and changing weather & sea conditions, on board the Fair Wind vessels approx. 1 mile from shore along 6-25 mile stretch of coastline. Heavy lifting is a daily requirement.

Essential food/beverage preparation duties are performed approximately 10% of the time in a kitchen environment.

**Work Schedule:**

Generally 4 days per week, consisting of approximately 10-12+ hours per day including weekends, holidays & evening and split shifts. Schedule may vary dependent on seasonal staffing needs and employee is expected to be flexible with his availability to work.

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Employee Name

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Employee Signature

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Date

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Supervisor/HR Mgr

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Supervisor/HR Mgr. Signature

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Date

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. (HR/-jkma-2013)