

## **CAPTAIN**

The Captain is in charge of the ship (crew and guests). His/Her duty is to manage the ship in such a manner as to ensure the safety and well being of guests and crew, including without limitation making decisions about safety and environmental pollution issues in accordance with TBC policies, while carrying out the directives of TBC and our guests either on board or ashore.

S/he is responsible for the daily operation of the vessel (navigation, docking, etc.). S/he must maintain a daily detailed ship's log of all ship operations. The Captain must maintain and display all necessary licenses as required by TBC and the United States Coast Guard. It is mandatory that the Captain conduct emergency drills. Written reports of such drills will be entered into the ship's logbook. S/he is solely responsible for the timely and proper issuance/reporting of all state and federal reports, such as, but not limited to fishing log books, etc.; all fines, penalties or other monetary assessments assessed TBC as a direct or indirect result of Captain's failure to so report shall be deducted from the Captain's wages by TBC.

The Captain shall ensure the safekeeping of all firearms. At the end of the season, the Captain shall inventory all firearms and either confirm proper working condition for each or prepare a written list with budget detailing all repairs needed before the following season; such inventory and paperwork shall be provided to the Poulsbo office. At the beginning of the season, the Captain shall sign a checkout form provided by a Company manager acknowledging receipt of the number of firearms received and their proper working condition.

The Captain will oversee all guest planning and activities to assure that things go smoothly. The Captain is responsible for establishing a radio watch and signaling procedure to be maintained during activities. Overall safety, organization, and communication are the Captain's responsibility during the activities.

The Captain is responsible for knowing, understanding and carrying out TBC's safety and environmental policies and, when applicable, motivating the vessel's crew to observe TBC's Safety Management System policies, review the Safety Management System and report non-conformities to shore-based management.

The Captain is also responsible for knowing and understanding all Federal and State resource use regulations and restrictions, and for all related record keeping, including but not limited to: Forest Service Use and Encounter Forms, Freshwater Fishing Reports, Alaska Fish & Game Sport Fishing Logbooks, Accounting Forms, Ship's Log, and Sport Fish Vending License Forms. The Captain is responsible for keeping track of all the purchasing done during the summer season for the vessel by the crew and maintaining expenses within budgeted amounts. (See also, Meals in Port/Expenses section on page 32.) During each turn-around, the Captain is to forward receipts for expenses and must submit to the comptroller along with a monthly financial accounting a report summarizing checking and petty cash activity.

The Captain is also responsible for submitting regular reports to TBC summarizing guest profiles and general operational activities. S/he shall forward to the Poulsbo office during each turn-around a list of all (or no) charter vessels sighted during the trip, along with what activities they were engaged in (hiking, camping, fishing, etc.), how long, how many people, etc.

The Captain shall review all inventory reports submitted by the First Mate before and after each season

and not discharge the crew until such end of season reports are accurate, items have been accounted for, and the reports have been provided to the Poulsbo office.

The Captain will oversee all crewmembers. S/he will make sure that each crewmember has his/her assignment for the next day. It is the Captain's responsibility to ensure that each crewmember is performing his/her duties adequately. The Captain is responsible for producing written personnel performance evaluations for all crewmembers according to TBC's Employee Handbook.

The Captain will participate in guest activities at his/her discretion when needed.

Only the Captain accepts tips from our guests for the crew at the end of each trip. It is the responsibility of the Captain to keep an accurate log of tip income and distribution, attest in writing to its accuracy and submit a tip income and distribution report to the Company comptroller at the end of each trip.

The Captain reports to the Operations Manager

#### SAMPLE LIST OF JOB DEMANDS (NOT EXHAUSTIVE):

1. All Captains are required to communicate with other vessels, Coast Guard stations, and their own crewmembers. Communications may be made via a VHF radio, orally, by sound signals or by hand signals. All Captains must have hearing that allows them to communicate effectively in the conditions that might be encountered aboard a small passenger vessel.

2. All Captains must have vision that allows them to safely operate the vessel in situations that are likely to occur when a vessel is in navigation night and day, year round. They must have color vision that enables them to identify navigation lights, signals, and symbols, as well as warning lights or symbols. Their depth perception must be adequate for navigation in close quarters, including lock or bridge approaches.

3. Captains must be capable of boarding and exiting a vessel without physical assistance by climbing up on down gang plank, Jacob's ladder, dock ladder, or vessel ladder, and must be capable of boarding and entering a skiff from a dock or a vessel without assistance. Boarding and exiting can occur in all weather conditions. Captains must be capable to climb or descend one or more sets of steep stairs or vertical ladders both inside and outside the vessel in all weather conditions.

4. Captains must be capable of performing the duties listed in the vessel Station Bill.

5. Captains must be able to put on a life vest or jacket and/or survival suit without assistance. Must be able to walk without assistance to any assigned life Vessel station or life craft for boarding.

6. Captains must be able to assist in all cargo handling operations during the tour of duty.

7. Captains may assist the Chief Mate, Chief Engineer, Cook, Deckhands, or other crewmembers in the performance of their work duties at any time during the tour of duty duration.

8. Captains must be capable of working and living on board a vessel for the tour of duty duration without having access to hospital services, prescription medications or medical treatment except for first aid assistance and/or treatment at local area clinics, if available.

9. Captains must be able to lift or pull ship assist lines as shackles, chain, wire rope, etc.

10. Captains must be able to lift 75 pounds unassisted and carry up to 150 feet.