

JOB DESCRIPTION

SEAFRONT OPERATIONS AND MAINTENANCE COORDINATOR FULL-TIME

Reporting to: Director of Operations

Position Summary:

The Seafront Operations and Maintenance Coordinator (SOMC) ensures College power-driven vessels and dockside infrastructure, and equipment are maintained, safe and ready to support educational and facilities programming. This includes vessel operation, planned and preventative maintenance, seafront logistics support and dockside management and safety. The SOMC is key to providing the college with vessel operator redundancy and dockside management.

Program Support

Pearson's seafront operations play a central role in the college's mission, including its marine science and environmental leadership programs, student recreational activities, and various facilities programs that generate revenue for the College. The SOMC is responsible for the readiness of all power-driven vessels and related equipment and the safe transport of students, staff, faculty, clients, guests, and others to/from local sites, including Race Rocks Ecological Reserve. A portion of the curriculum at Pearson takes students outside the classroom to participate in Creativity, Activity and Service or CAS. Depending on which programs are offered, CAS seafront activities may include keelboat and dinghy sailing, outrigger canoeing, big canoes, kayaking, diving, and snorkeling, which are overseen by Activity Leaders and/or Activity Coordinators.

Operations/Events

The SOMC works closely with the Seafront Operations and Race Rocks Coordinator (SORRC) as one of Pearson's two primary vessel operators and dockside managers responsible for the proper care and maintenance of power-driven vessels, Pearson docks and related equipment and infrastructure. In partnership with BC Parks, the college employs an eco-guardian year-round at Race Rocks. Frequent trips to the island, overseen by the SORRC and SOMC, are required for eco-guardian support, student field trips and overnight stays. During the June-August summer/facilities programs period, the SOMC supports the College's Events Coordinator and other event leaders with scheduling and preparation of vessels for transportation and other activities as assigned.

Primary Duties and Responsibilities

- Collaborates with SORRC in the operation, maintenance and repair of College power-driven vessels
- In collaboration with SORRC, responsible for dockside management and safety
- In collaboration with the SORRC, coordinates procurement requirements for Seafront programs, activities, and events
- In collaboration with SORRC, maintains Transport Canada Recreational Boating School (RBS) standards (TP 15136E (07/2014))
- In collaboration with program leaders, activity leaders/coordinators and SORRC, is jointly responsible for the safety and well-being of students
- Contributes to risk management and safety oversight for transportation, logistics, equipment
- Maintains up to date knowledge of current industry trends and standards in marina management and seafront recreational activities
- Flexible work week to support programs and activities transportation and/or dockside equipment requirements on weekends
- Maintains excellent verbal and written communications and liaison with program leaders, activity leaders/coordinators, students, staff, instructors and auxiliary/summer program leaders and participants
- Member of the College Safety Committee
- Maintains the Marine Science seawater table in good working order

Skills and Experience

- Knowledge, experience, and skill in basic marine technical maintenance, including routine checks and upkeep on outboard motors, navigation/plotting equipment, operating systems, pumps, and steering mechanisms, as well as cleaning and maintaining all parts of the boat or vessel
- Regular inspection and testing of engines, propellers, and steering mechanisms, as well as replacing valves and bolts
- Knowledge and experience in the purchase of required tools and supplies.
- Experience in maintenance/repair of marine diesel and gas engines an asset
- Experience in maintaining fiberglass, metal, and woodwork, including mixing and applying paint, wax and gel coat
- Knowledge and experience with repair and installation orders to determine the material, time, and equipment required
- Removal of old paint, barnacles, and debris from vessels
- Coordinating removal and/or replacement of rotted or rusted sections of vessels
- Where applicable, constructing replacement parts using drawings, saws, and various hand and power tools
- Liaising and consulting with the supervisor, SORRC and other relevant professionals and vendors
- Small Vessel Operator Proficiency (SVOP) is required and must be obtained within the first six (6) months of employment, including Marine Emergency Duties (MED) and ROC-M

- Pleasure Craft Operator Card (PCOC) is required and must be obtained within the first month of employment
- Marine Basic or Standard First Aid (must be obtained within the first 3 months of employment). Advanced First Aid is an asset.
- Effective and appropriate leadership, collaboration, and role model behavior in line with Pearson College and the United World College (UWC) values
- Comfortable in working with youth from varied backgrounds, nationalities and cultures and ability to establish effective rapport with program leaders, activity leaders/coordinators, staff and students
- Experience in maintaining a positive team environment
- Certification in ocean paddle sports, including but not limited to kayak, outrigger, and canoe an asset
- Knowledge and/or qualifications in sailing and SCUBA diving an asset

Required

- Must be eligible to work in Canada
- Must pass a Criminal Record Check

Compensation & Organization

This is a full-time position, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, British Columbia, Canada. Salary range is \$60,000 - \$70,000 plus a benefits package to an outstanding and qualified applicant. The position is full-time for 40 hours per week with a flexible schedule to meet program, activity and event requirements as needed. Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.