

Job Title	BOAT CAPTAIN
Division	Land Administration
Location	Regional Office
Department	Region 7 – Bartica
Salary Band	One (1)
Objective	<p>To operate boat to transport the Commission’s personnel or visitors on official business and to deliver correspondence or supplies on behalf of the Commission.</p> <p>To conduct routine operational checks related to maintenance and repair of boat such as inspection, testing, cleaning, lubrication, and repair or replacement of defective parts</p>
Main Responsibilities	<ol style="list-style-type: none"> 1. Picks up passengers at scheduled meeting time and place; transports passengers to desired locations; determines optional routing, considering such factors as safety, timeliness and road conditions 2. Keeps boat clean and reports deficiencies 3. Performs preventative maintenance such as maintaining proper fuel, oil, water levels and pressures; attends to minor repair requirements and co-ordinates/purchases parts or supplies; verifies completion of major repairs and overseas major repair work. 4. Keeps logs and records of the boat's movements. 5. Performs miscellaneous errands (i.e. acts as a courier etc.) as directed
Working and reporting relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Senior Land Administration Officer <p>Working relationships (internal):</p> <ul style="list-style-type: none"> • Managers and senior staff <p>Working relationships (external):</p> <ul style="list-style-type: none"> • Visitors

Job specifications	<p>Qualifications: Possesses a clean boat operator's license.</p> <p>Experience and Knowledge: He/she must have a basic understanding of the operation and maintenance of boats. He/she must be aware of basic protocol procedures, the Guyanese transportation network and basic traffic regulations and have defensive driving skills.</p> <p>Personal characteristics: He/she should be able to greet and look after the Commission's guests and senior staff. He/she must demonstrate due care and diligence in the use of the Commission's fleet.</p>
---------------------------	---