

## POSITION DESCRIPTION

**TITLE OF POSITION:** VOLUNTEER CREW – DECKY for a DAY PROGRAMME  
**RESPONSIBLE TO:** VESSEL SKIPPER or MANAGING PARTNER  
**LEVEL OF POSITION:** Volunteer  
**SHIFT DURATION:** Maximum of 2 hours at sea

### 1. SUMMARY OF RESPONSIBILITIES:

Volunteer Crew enjoy a team environment with general supervision and direction provided by the Vessel Skipper or Managing Partner.

Volunteer crew providing assistance to others and may be called upon to conduct the following functions:

- Loading, unloading, moving, packing, constructing or cleaning and repairing shellfish culture mediums including – baskets, trays, posts, or lines;
- Shellfish Husbandry – including observing condition, grading, counting, sizing, mortality separation;

### 2. QUALIFICATIONS / EXPERIENCE:

- 2.1 Physically capable of:
- Working at Sea,
  - Working in Water,
  - Lifting 10 kilograms at a time,

**If you are unable to meet these physical requirements, it is your responsibility to bring these deficiencies to the attention of the skipper who will at his/her absolute discretion find suitable alternative duties or exclude you from the shift.**

### 3. KNOWLEDGE:

- 3.1 Knowledge of appropriate WHS Policies, Standards and Codes of Practice and Safe work instructions, particularly those related to worker safety at sea; (as discussed in the worker induction upon boarding).

### 4. RESPONSIBILITY:

- 4.1 Assist others to meet production targets, work schedules, maintenance or harvest schedules,  
4.2 Ensure the care and protection of PEO resources, assets and property under his/her control.  
4.3 Assist in the maintenance of WHS requirements within PEO by:
- Adhering to safe work practices,
  - Comply with all relevant policies and procedures,
  - Implement relevant actions in WHS plans as required by the Skipper or the Managing Partner,
  - Participate in relevant WHS induction training,
  - Report Hazards and unsafe work practices associated with the workplace to the Skipper of the Vessel or Managing Partner,
  - Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards,
  - Report work related injuries and incidents immediately to the Skipper,
  - Participate in the investigation of potential hazards, dangerous occurrences and near misses as required by the Skipper,

### 5. ACCOUNTABILITY:

- 5.1 The compliance of works with appropriate safety standards.  
5.2 Effective consultation, within work team (s).  
5.3 Care and protection of PEO resources, assets and property under his/her control.

### 6. HUMAN RELATIONS SKILLS:

- 6.1 Possess appropriate communication skills, to be able to communicate effectively at appropriate levels within PEO and other staff, affected by works under his/her control.

**7. JUDGEMENT/PROBLEM SOLVING:**

- 7.1 Ability to exercise judgement and initiative to resolve issues encountered in routine shellfish industry operation and maintenance practice.

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This Job Description accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

<b>Prepared</b> .....	<b>Date</b> .....
<b>Approved</b> .....	<b>Date</b> .....
<b>Incumbent</b> .....	<b>Date</b> .....
<b>Reviewed</b> .....	<b>Date</b> .....