

APPENDIX 4.13

JOB DESCRIPTION – POWERCRAFT OFFICER

Responsible to: Club Captain/Club Vice-Captain

Responsibilities and Duties

- Coordinate pre-season servicing of all powercraft in preparation for annual gear and equipment inspections
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/fault reporting and resolution
- Support and promote powercraft training in consultation with Chief Training Officer
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of powercraft
- Ensure adherence of all powercraft to Standard Operating Procedure's (including complementary equipment)
- Provide regular communication to Patrol Captain's and members
- Submit reports to the Club Executive Committee – via Club Captain
- Promote and support the powercraft code of conduct

Knowledge and Skills Required

- SLSA Bronze Medallion
- SLSA Silver Medallion IRB Driver Award
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Knowledge and interest in mechanics