

**JOB TITLE: TENDER CAPTAIN I**  
**JOB GROUPING: 7-900C**

**LOCATION:** Chicago  
**DEPARTMENT:** Harbors

**JOB STATUS:** Non-exempt/Seasonal

**REPORTS TO:** Marina Manager

**JOB SUMMARY**

Operates tender vessels providing prompt, courteous and safe passage of customers to and from their boats.

**DUTIES AND RESPONSIBILITIES**

- Operates tender vessels following established Coast Guard regulations and Company guidelines.
- Performs basic maintenance tasks of Tender Vessel: checking fluids, cleaning bilges, cleaning decks, replacing fuses and light bulbs.
- Consults and notifies Manager regarding needed repair outside the scope of basic maintenance.
- Keeps accurate record of tender occupancies as required and complies with all cash control procedures.
- Answers radio calls in the event the Dispatcher is unavailable and other staff are not present.
- May assist in maintaining cleanliness of Tender Office and Harbor.
- May be required to perform other related duties as assigned.

**QUALIFICATIONS**

**CERTIFICATIONS/LICENSES:**

1. Must possess Coast Guard Tender Captain License
2. Must possess FCC Radio License
3. Must possess Transportation Worker Identification Card (TWIC)
4. CPR/First Aid certified

**TRAINING AND EXPERIENCE:**

Entry level experience.

**EDUCATION:**

High School Diploma or equivalent.

**SKILLS AND ABILITIES**

Responds promptly and courteously to customer requests for service. Ability to swim and work in adverse weather conditions. Ability to provide man-overboard rescues. Must be able to work in a team environment and support Company objectives enthusiastically. Observes safety and security procedures. Ability to work varied hours/days, including nights, weekends and holidays as required.

**WAGE RATE PER APPENDIX B-3**