



## POSITION DESCRIPTION

**POSITION TITLE:** Recreational Boating Officer - Moorings

**SALARY:** \$62,000 - \$70,000 per annum plus 10% superannuation  
(Full time contract position)

**IMMEDIATE SUPERVISOR:** General Manager - Recreational Boating Safety and Facilities

### FUNCTION:

Responsible for mooring management and other related recreational boating duties as directed from time to time.

### PRIMARY TASKS:

- Manage and evaluate mooring applications including answering telephone and public enquiries in relation to moorings
- Undertake periodic mooring audits state-wide
- Maintain and update MAST mooring GIS system
- Assist with Marine Farm audits state-wide when required
- Arrange and schedule servicing and management of MAST cruising moorings
- Continue to develop mooring management systems
- Maintain a working relationship with mooring contractors
- Identify derelict vessels and to take initial steps in having owner remove vessel prior to commencement of any legal proceedings
- Other duties associated with Recreational Boating when required

### LEVEL OF RESPONSIBILITY:

The successful applicant will be responsible for ensuring the management of moorings and other allocated projects are undertaken within a timely fashion and to the best interests of MAST and its stakeholders.

### DIRECTION/SUPERVISION RECEIVED:

Supervision will be provided by the General Manager - Recreational Boating and Facilities. The position will require the officer to work at times with others to achieve the objectives outlined in the Strategic Plan.

The position will involve work and travel around the State at various times.

**KNOWLEDGE AND SKILLS:**

1. An energetic and motivated personality, able to work in a small team.
2. Knowledge of Tasmanian recreational boating and waterways.
3. Demonstrated boating experience.
4. Knowledge of moorings and their management.
5. Good communication skills including both confidence in public speaking and well-developed written skills.
6. A desire and ability to converse with the boating public.
7. Computer skills including the ability to use common word processing, spreadsheet, visual presentation, e-mail and web software.
8. Knowledge of GIS systems.
9. Motor-boat Licence.

**DESIRABLE QUALIFICATIONS:**

- A current driver's licence
- Coxswains ticket or evidence of completed units for a Coxswains ticket

**WORKING ENVIRONMENT:**

The position is based in Hobart.

**SELECTION CRITERIA:**

As per knowledge and skills.

**NOTE:**

1. The successful applicant will be required to register to work with vulnerable people.
2. The successful applicant may be required to undertake additional training relevant to the position.