

JOB DESCRIPTION – IRB OFFICER

Responsible to: Club Captain

Time Commitment: 2-4 hours per week

RESPONSIBILITIES AND DUTIES

- Responsible to ensure IRBs are patrol ready the day before patrol
- Write up IRBs on the Patrol Captains Cupboard board
- Ensure gear and equipment is available e.g. pump gauge, fuel roll over kit, spare engine etc
- Responsible for ensuring back up boat and engine are available
- Regularly spot check patrols for IRB compliance
- Be prepared for last minute response if any patrol is short of a driver or crewie
- Coordinate pre-season servicing of all power and/or motorised craft
- Ongoing coordination of servicing/repair of power and/or motorised craft
- Administration of fuelling systems/processes
- Administration of defective equipment / fault reporting and resolution
- Support and promote power and/or motorised craft training in consultation with Chief Training Officer including educational material for patrolling and club members.
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of power and/or motorised craft
- Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment)
- Provide regular communication to Club Captain and Patrol Captains
- Submit reports to the Club Executive Committee including any Branch or SLSQ requirements.
- Positively support the culture, operations and management of the Club, Branch, SLSQ and SLSC policies

KNOWLEDGE AND SKILLS REQUIRED

- SLSC IRB & 4WD Certificate (current)
- SLSC Bronze Medallion
- Aware of Occupational Health & Safety policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Ability to work as part of a team
- Excellent communication and interpersonal skills
- Ability to work as part of a team