



FLORIDA FLEET MAINTENANCE TECHNICIAN (FMT) JOB DESCRIPTION

Overview: This full-time position is based in the Ft. Myers, FL area. You will be responsible for keeping all vessels in excellent working and cosmetic condition, with the help of a cleaning crew and instructors when not teaching. You must be a technically experienced individual with sailing and boating experience, able to troubleshoot and repair engines, outboards, electrical systems, rigging and other vessel systems. Other requirements include: High energy and standards, strong sense of ownership and commitment, detail oriented, able to prioritize and complete tasks in a timely manner with minimal supervision, good computer and communication skills, and accurate completion of maintenance logs. **Most of all you must believe in Offshore Sailing School's #1 position in sailing and boating education, with pride in being a member of its team.** This position is roughly a 40 hour week, on-call when problems arise at any time, working weekends and evenings as needed when boats are not used for instruction. You will also have to pass a drug screen test and need to have a clean driving record in order to tow boats with company vans.

Direct report: He or she will report directly to Steve Colgate, Chairman, with some oversight by Director of Operations.

Vessel locations: The Florida Offshore Sailing School fleet is primarily at South Seas Island Resort on Captiva Island, FL, with several boats based at Pink Shell Beach Resort on Ft. Myers Beach. All boats, regardless of where located are to be maintained under this position.

Maintenance help: Instructors are full time and when not teaching sailing are expected to help with fleet maintenance. Currently a cleaning team prepares the boats on weekends for course starts the following week. The FMT will prepare maintenance lists for instructors to help with tasks, mindful that their primary job responsibility is teaching courses.

Rotation of boats and maintenance reports: To insure that all boats are available for use on short notice, the FMT will work with teaching staff to rotate boat use on a constant basis. Sailboats must be sailed and motors used to sort out any problems. Maintenance report forms must be implemented for each vessel and used by instructors and students to get them in the habit of reporting problems. This is particularly important for students to learn and practice on Offshore boats, as most go on to chartering where reporting problems on charter yachts is expected by charter companies.

The detailed lists below include many items that need to be addressed immediately to bring the fleet up to our standards, plus day to day responsibilities.

Cruising boats: Maintain all engines, air-conditioners, refrigerators, generators, video projectors, wiring and anything mechanical including battery status and chargers.

1. Replace any burned out light bulbs.
2. Prepare/fulfill list of spare parts needed aboard should equipment fail during a course.
3. Have sufficient batteries, flashlights, fuses, stove lighters, utensils, silverware, linens for the cleaning team to check and clean as needed.
4. Keep current official maintenance logs for each vessel.
5. Make sure the bottoms are clean, the sonar barnacle buster works.
6. Estimate costs in order to prepare a budget – to include hauling, sail repair and replacement, dinghy and outboard motor repair and replacement, branding costs (flags, logos, etc.).
7. Schedule routine hauling far in advance and in off-seasons so as not to interfere with on-going courses.
8. Have tears in sails fixed as soon as they appear, investigate why occurring and fix as necessary.
9. Oversee cleaning/provisioning staff to ensure standards are met – in addition to cleaning boats, all food and used items taken off boat, BBQ clean, fresh provisions loaded Sundays, stove fuel sufficient for duration of next course.
10. Schedule divers to clean the bottoms on regular basis and make sure the job is done well.
11. Engage all instructors in the maintenance process (when not teaching) and instill pride in keeping up vessels and shore workrooms.
12. Make sure all decks are clean, hulls polished, sails repaired, ends of all lines are not frayed.
13. Make sure logos on hulls are applied in line with deck (not crooked), replace if scratched and beat up.
14. Replace logo flags if frayed.
15. Maintain all canvas – biminis, stack packs, tears mended. recommend/cost out replacement as needed.
16. Make sure there are no frayed lines or rigging issues.

Colgate 26 sailboats:

1. Create and maintain a maintenance log for each boat.
2. Check that mainsail number corresponds with bow number, unless we use lee clothes in bow instead.
3. Keep inventory of all parts, spares, sails (storage above HQ), racing buoys, Freon horns, extra Freon.
4. Keep life vests and loaner weather gear (if available) clean and recommend replacing as necessary.
5. Create a budget of estimated costs by month.
6. Haul boats for bottom cleaning and painting as needed.
7. Make sure outboards are on a service schedule and work correctly.
8. Have any ripped sails repaired, determine what caused the rip and correct it.
9. Make sure each boat has a hand-held VHF, fully charged, remove any mounted VHFs and antennas.
10. Make sure logos on the hulls are in line with deck (not crooked), not scratched/beat up, flags are not frayed – replace as necessary.
11. Replace any “Colgate 26” letters and numbers on the deck if scratched or incomplete.
12. Make sure there are no frayed lines or rigging issues.

Tool Sheds: There is one at South Seas and one at Pink Shell.

1. Organize and inventory each, throw out anything that is broken or unusable.
2. Stock with tools that others need to use when you have days off.
3. Price out and replace as needed tool chest replacements for each location.
4. Keep both sheds neat and orderly, instill others to do the same.

Hoist at South Seas:

1. Service motor and check cable, put on a maintenance schedule.
2. Get rid of rust on the supports and paint the hoist the gray color it is now.
3. Tighten loose nuts and get rid of the original rusted bolts.
4. Create safety policies for anyone using the hoist and post in office and sheds.

Chase boats, dinghies and fenders:

1. Maintain company high standards for all – get rid of stains and dirt.
2. Keep fenders inflated, clean, fix leaks; replace punctured fenders, eventually all to be dark blue.
3. Keep chase boats ready to go in case of an emergency with full fuel tanks.
4. Be particularly alert to the Grady White and keep it pristine.
5. Make sure logos on the hull are applied in line (not crooked) not scratched and beat up.

Boats delivered to other branches:

1. When Colgate 26s are transferred to NY/NJ, St. Pete, or the Caribbean they must be ready to put in water for immediate teaching on delivery – same for transferring cruising boats between branches.
2. Bottoms must be clean, all equipment such as spinnaker poles, throw lines, 6 life vests, main, jib, spinnaker, all sheets, serviceable outboard motor and all else must go with the boat.

Salary and Benefits:

- Base pay \$40,000
- Individual health insurance paid by company after 60 days with company (additional family members may be added at employee's expense)
- 10 days' vacation 1st and 2nd years, additional days added thereafter per Employee Handbook
- 401K available – not contributed to by Employer
- Sailing courses and sailing opportunities at no cost

**For further information and employment application
email Steve Colgate – Steve@OffshoreSailing.com**