



Ashbridge's Bay Yacht Club

30 Ashbridge's Bay Park Road, Toronto, On., M4L 3W6

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Fleet Maintenance Manager for ABYC Keelboat Fleet

Job Description.

ABYC's Fleet Maintenance Manager maintains ABYC's fleet of boats for the ABYC Keelboat Fleet, This includes aspects such as the maintenance of the engines, launch, haul out, rigging, de-rigging and other seasonal aspects of 6 keelboats.

ABYC's 6 Keelboats are maintained to the level of the Recreational Boating School Standard (RBS), 3 of which are listed vessels in ABYC's RBS. 5 of the 6 keelboats are utilized for ABYC's Cooperative Sailing program of 45 members. For further details of the boats, please contact ABYC.

The Fleet Maintenance Manager role is overseen by the Vice Commodore Community Programs (VCCP), and works directly with the Community Programs Administrator.

Responsibilities include, but are not limited to the following:

- Creates a fiscally responsible maintenance, long range planning and capitol requests budget.
- Communicates with the VCCP updates on the state of the fleet on a regular basis.
- Ensure all operational elements of the 6 Keelboats remain compliant with the Recreational Boating Standard.
- Maintains an up to date RBS vessel List with Transport Canada.
- Ensures reported equipment problems and maintenance issues are addressed promptly. Repairs and maintenance are performed by the Fleet Maintenance Manager, but when special circumstances arise, reach out to a trusted licensed technician to provide diagnosis, estimate for cost of repair and time of repair.
- Endeavour to only have one boat out of commission at a time.

- Includes the Co-op members in maintenance opportunities, with significant supervision. :
- Ensures all Personal Protective Equipment (PPE) is utilized during maintenance activities.
- Utilize the maintenance reporting log on each boat actively with the members and instructors.
- Create an annual report of the maintenance that has been done for the year.
- Review office allocations for invoices to ensure that maintenance items are properly allocated, and budget is maintained and to not exceed budget allocations.

Job Requirements

- 3 years' experience of sailing and rigging of keelboats and dinghies.
- Basic knowledge of marine engines, and seasonal maintenance.
- Connection to a network of marine engine mechanics
- Strong interpersonal and organizational skills
- Computer skills including Microsoft office, Excel, and Teams
- Knowledge of Recreational Boat Safety Standards
- Be able to create and maintain a budget.
- Entrepreneurial and self-motivated.

Paid Position: \$50 p/h estimate of 280 hours annually

Cover Letter and Resume should be submitted to communityprograms@abyc.ca

Deadline; Monday December 2nd, 2024

Contract begins January 1st, 2025