

**KANSAS SEARCH & RESCUE RESPONSE SYSTEM
WATER OPERATIONS**

TASK BOOK FOR THE POSITION OF

Boat Operator

May 2020

POSITION TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, TASK FORCE AFFILIATION, AND PHONE NUMBER
DATE POSITION TASK BOOK INITIATED:
TRAINING MANAGERS NAME, TASK FORCE, AND PHONE NUMBER

This Position Task Book (PTB) has been developed for Boat Operator within the Kansas Search and Rescue Response System. The task book lists the performance requirements (tasks) for this specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be qualified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, training scenarios, and other work situations. It is important that performance be critically evaluated and accurately recorded. All tasks must be evaluated before recommending qualification.

All members participating in Boat Operator position evaluation process shall obtain the minimum training indicated in the Boat Operator position description. This PTB must be completed every three (3) years.

RESPONSIBILITIES:

1. The Agency is responsible for:
 - Selecting trainees based on the needs of the task force
 - Ensuring that the trainee meets the training and experience requirements
 - Initiating Position Task Book (PTB)
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities
 - Providing opportunities for evaluation and/or making the trainee available for evaluation
 - Providing an evaluator for local assignments
 - Tracking progress of the trainee
 - Maintaining documentation verifying completion of the PTB

2. The Trainee is responsible for:
 - Reviewing and understanding instructions in the PTB
 - Identifying desired objectives / goals
 - Providing background information to an evaluator
 - Satisfactorily demonstrating completion of tasks for an assigned position annually
 - Keeping the original PTB in personal records

3. The Evaluator is responsible for:
 - Understanding the qualification process
 - Being qualified and proficient in the position being evaluated
 - Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals
 - Reviewing tasks with the trainee
 - Explaining to the trainee, the evaluation procedures that will be utilized and which objectives may be obtained
 - Identifying tasks to be performed during the evaluation period
 - Accurately evaluating and recording demonstrated performance of tasks.

4. The Final Evaluator is responsible for:
 - Signing the verification statement inside the front cover of the PTB when all tasks have been initiated and if the trainee is recommended as fully qualified

5. The PTB will be retained with the TF member's permanent training record upon completion.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

FINAL EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE AS FULLY QUALIFIED

VERIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF Boat Operator

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials

I also verify that _____ has performed as a trainee and
should therefore be considered as fully qualified in this position

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE AND PHONE NUMBER

TASK FORCE RECOMMENDATION FOR CERTIFICATION

I certify that _____ has met all requirements for
qualification in this position and that such qualification has been issued.

AGENCY TRAINING MANAGER'S SIGNATURE AND DATE

TRAINING MANAGER PRINTED NAME, TITLE AND PHONE NUMBER

BOAT OPERATOR TASKS

	Satisfactory Completion	NFPA 1006	EVALUATOR: Initial & date upon completion of task
Water Rescue Specialist	O		
Identify the type of vessels (Jon Boat/Inflatable)	O		
General Information			
Identify: Bow, Stern, Starboard, Port sides of boat	O		
Identify: Transom, Gunwales, Thwarts, & Sponsons of boat	O		
Demonstrate proper mounting of Outboard to center of transom	O		
Demonstrate method for securing mounting screws to transom	O		
Demonstrate proper use of outboard motor tether to transom	O		
Demonstrate method to raise and lower outboard motor	O		
Locate and demonstrate use of outboard position locking mechanism	O		
Locate and demonstrate use of ignition, throttle, gear controls	O		
Locate and demonstrate use of night running lights	O		
Locate and demonstrate filling and use of hard/soft fuel bladders	O		
Maintenance and Response Readiness			
Locate, Identify, and inspect scupper drains	O		
Locate, Identify, and inspect lower unit gear oil level	O		
Demonstrate removal/replacement of Outboard motor cowling	O		
Locate, Identify, and inspect spark plugs and wires	O		
Locate, Identify, and inspect properly rigged bow and gunnel lines	O		
Demonstrate proper pre/post operation Inspection	O		

*Code:

O = Task must be completed in a training environment and observed by an instructor

I = Task can be performed on any type of incident or field exercise. (fire, hazmat, flood, search, etc.)

U = Task must be performed on a US&R incident or planned event, not a training simulation

R = Rare event - the evaluation assignment may not provide opportunities to demonstrate performance.

	Satisfactory Completion	NFPA 1006	EVALUATOR: Initial & date upon completion of task
Trailing and Launching Flood Boat			
Demonstrate attaching trailer to tow vehicle	O		
Identify proper water depth required to launch Boat	O		
Demonstrate ability to anchor and tie off	O		
Demonstrate landing and trailering boat post incident	O		
Crew Responsibilities			
Identify US&R Water Rescue Specialist riding position and responsibilities	O		
Identify US&R Boat Operator riding position and responsibilities	O		
Identify Passenger positions	O		
Identify proper PPE for all members on craft	O		
Identify hand signals used for hazards and safe path of travel	O		
Demonstrate how to properly rig the boat for operation	O		
Engine Operation			
Identify and install fuel cell, fuel line, primer bulb, and connections	O		
Identify ignition and shut-off procedures including dead man leash	O		
Identify proper gear/throttle position for starting cold/hot including choke	O		
Demonstrate how to start swamped engine	O		

	Satisfactory Completion	NFPA 1006	EVALUATOR: Initial & date upon completion of task
Maneuvering Craft Under Power			
Identify responsibilities of crew members when launching in current	O		
Demonstrate correct position (attitude) for launching in current	O		
Define and Demonstrate “Plaining, Plowing, Trolling, and proper Attitude of boat in current	O		
Demonstrate ability to make wide turns right and left	O		
Demonstrate ability to “Hover” in current	O		
Demonstrate ability to use “Ferry Angles” to move river right/left	O		
Demonstrate ability to perform “Peel turns” right/left	O		
Demonstrate ability to perform “J-turns” right/left	O		
Demonstrate ability to perform tight “Figure 8 Turns”	O		
Demonstrate ability to safely land boat on shore/river	O		
Maneuvering Without Power			
Locate and Identify paddles	O		
Identify commands used for paddling “turn right/left, back paddle stop”	O		
Explain how to use “Ferry Angles” when paddling	O		
Self-Rescue/ “Righting a Capsized Boat”			
Demonstrate boat recovery. Beach and bail technique and flipping	O		
Identify properly stowed “Flip Lines”	O		
Explain procedure for crew to get onto capsized boat and right the boat using flip lines	O		
Explain procedure for starting engine after submerged	O		
Explain procedures for crew to self-rescue back into boat	O		

	Satisfactory Completion	NFPA 1006	EVALUATOR: Initial & date upon completion of task
Rescue Operations			
Demonstrate ability to safely retrieve a person from port/starboard sides of boat. Water Rescue Spec./Boat Operator responsibilities	O		
Demonstrate ability to safely retrieve a person from a fixed object.	O		
Demonstrate ability to safely retrieve a person using throw bag from boat.	O		
Demonstrate ability to safely deploy a Water Rescue Specialist from the boat. Tethered and free swimmer.	O		
Demonstrate ability to move a stranded vessel to safety	O		