



Moorings Officer

LEVEL:	Level 6
ACCOUNTABLE TO:	Deputy Harbour Master (Logistic and Maintenance)
SALARY:	£33,143 - £36,363 per annum, (plus 6 Months Shift Allowance 22.5% (£7457.18 to £8181.68)) (pay award pending)
LOCATION:	Salcombe, Devon
CONTRACT:	Permanent

Job Purpose

To ensure the safe and efficient operation of the Harbour on a daily basis. To implement the moorings policy, including the allocation of suitable berths and moorings, provision of assistance to vessels and harbour users, collecting the dues and fees, and enforcing bye-laws and other relevant regulations and legislations. To maintain and operate harbour infrastructure, including berths, quays, pontoons, moorings and other infrastructure.

Role Profile

The Moorings Officers are the Harbour Master's direct representative on the water to:

- Supervise and manage all routine afloat activities, including the supervision and employment of up to 10 seasonal staff (Taxi, Collectors and Patrols).
- Conduct patrols of the Harbour to identify and rectify potential or actual safety issues, and ensure the efficient operation of the Harbour.
- Respond to emergencies, providing first aid assistance and liaising with emergency services.
- Enforce the Harbour and nature reserve Bye-laws, including the monitoring, reporting and recording of evidence to support bye-law prosecutions.
- Ensure that all vessels moored and berthed within the harbour are secured safely, and where necessary provide assistance to do so.
- Remove vessels illegally berthed to a safe place. g. Collect dues and fees from visiting vessels.
- Provide a first-class customer experience including the provision of advice to vessels and other harbour users as required/requested on environmental conditions, forecasts, navigation and other issues.
- Move vessels to ensure their safety and the efficient usage of moorings.
- Monitor and emptying the afloat re-cycling and waste receptacles as necessary.



- Respond to oil or other pollution incidents, including the containment, collection and cleaning-up of pollutants.
- Provide essential services such as fresh water to visitors' pontoons and vessels on a daily basis.
- Operate the sullage/sewage collection system to empty vessels' sullage tanks on an 'as required' basis.
- Monitor and report water quality or other concerns regarding the environmental conditions within the harbour.
- Undertake the annual maintenance of >1600 moorings, berths and other harbour infrastructure. Working closely with the moorings team to manage the maintenance schedule to complete on time.
- Install, site, and maintain of all moorings, mooring pontoons, navigation marks, lights and beacons.
- Install and repair of beach and water safety equipment.
- Training of both permanent and seasonal staff.
- In the event of a pollution incident to provide tier one response to contain the incident and assist in tier 2 and 3 emergencies.
- Operate the moorings barge, the crane and forklift truck and other power tools required in the course of their duties.
- Liaise with customers, service providers and other individuals, organisations, companies or agencies on an ad hoc basis as required.
- Support the workshop team by facilitating maintenance schedule to include winter storage of yachts and Boatpark operations.

Person Specification

Qualifications

Essential	Desirable
Full UK Driving Licence.	Boatman's licence.
VHF licence.	First Aid at Work.
RYA Powerboat 2 qualification.	MCA Boat Master Qualification.
Knowledge of Salcombe Harbour and Kingsbridge Estuary.	RYA Yacht Master.
	RYA Advanced Powerboat.



	Marine / MHE certificates.
	ML5 or ENG1 or equivalent medical.

Knowledge / Experience

Essential	Desirable
Evidence of flexibility and a preparedness to embrace challenges in a marine environment.	An understanding of Port legislation and operating procedures.
Experience of working with the public in a service-based industry.	Knowledge of boat maintenance.
Practical experience of servicing port infrastructure, including afloat assets and moorings.	Practical experience of working with cranes and Mechanical Handling Equipment (MHE).

Skills / Abilities

Essential	Desirable
An ability to work as an effective member of a small team as well as in isolation.	A proven track record in the service sector.
An ability to assimilate practical knowledge.	A proven track record of managing and training new team members.
A high degree of sensitivity to the customer's needs.	Ability to use a wide range of IT devices including POS and CRM systems.
An understanding of personal health and safety responsibilities.	Experience of towing various afloat vessels and infrastructure.
Experience of handling cash & card transactions.	Experience of working on afloat maintenance vessels.

General / Other

Essential	Desirable
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Self-motivation and a desire to learn the business of a moorings officer.	
Experience of working in challenging outdoor environments.	
Flexibility to support other roles within Salcombe Harbour, to cover for leave and sickness.	
Sufficient mobility/dexterity in order to undertake essential elements of the job.	
Live within a reasonable distance of Salcombe Harbour to be able to respond to operational commitments and emergencies.	
Willingness to undertake relevant training & development activities.	

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination and harassment.

Staff Code of Conduct

The public, our communities, customers and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.