ARDS AND NORTH DOWN BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Senior Marine Operative
Directorate:	Environmental Services
Department:	Estates
Location:	Will be required to work across all Council Marine Facilities
Reports to:	Harbour Master
Salary Scale:	Scale 5, SCP 13 - 18
Car User Status:	Use of Council Vehicle / Casual

PURPOSE AND FUNCTION OF THE POST

To assist with a broad range of day-to-day harbour operations and maintenance activities. The post holder will be required to deputise for the harbour master as and when required.

The person appointed should be capable of working on own initiative and diagnosing and repairing faults as directed.

Incumbents will have gained a knowledge of departmental operations and may act as a Team leader or as an assistant to the Harbour Master as and when directed.

PRINCIPAL DUTIES AND RESPONSIBILITES

1. Carrying out all types of work associated with the Council's Marine operations, including but not limited to: Assisting vessels, Controlling, and managing vehicular traffic movements, Litter picking, routine maintenance, and cleaning of harbour areas

2. Collecting appropriate harbour charges both manually and electronically, for use of all harbour facilities, including slipway fees, annual launch permits, visitor's harbour dues, annual moorings, locked storage etc.

3. Assisting the Harbour Master to enforce Harbour Byelaws.

4. Dealing directly with Harbour users and members of the public regarding the use of marine and Harbour services and reporting appropriate matters to the Harbour Master.

5. Inspecting and servicing Lifebuoys and boxes, together with associated ropes and fittings. Reporting any defects.

6. Responsible for driving and operating Harbour-based plant/machinery, including tractor and vans /licence and to operate/Assist on harbour-based vessels as required and in accordance with relevant training.

7. Performing routine daily maintenance/safety checks to harbour vessels and vehicles.

8. Carrying out general maintenance, including for example, building and site repairs, laying concrete, kerbing, pointing etc.

9. Maintaining lines of communication, i.e., taking telephone enquiries, handling VHF traffic on Channel 68 (Harbours working frequency). Staffing the Harbour Office as and when required.

10. Completion of forms e.g., time sheets, Harbour logbook, works request forms indicating materials used/required, times, work undertaken etc.

11. Responsible for all plant and tools within the Harbour workshop including ordering and maintain the stock of raw materials. Including carrying out regular checks to ensure that equipment is in good, safe working order. Responsible for reporting any defective equipment to the Harbour master.

12. Handling potentially difficult/challenging interactions in a professional manner. E.g., illegal parking, user complaints, collecting unpaid revenue etc.

13. Performing all duties in a safe and proper manner and complying with the Council's Health and safety policies in accordance with the Health and Safety at work (NI) Order 1978, subsequent and other relevant legislation, and Risk Assessments to ensure safe and proper working environment for self, all Council employees, outside contractors and members of the public. This includes the use/wearing of personal protective equipment.

14. Undertaking such other duties as required by the Harbour Master, in line with the grade of the post, as may be assigned from time to time, at all Harbours.

Note:
The post holder may be assigned to any of the Council's Marine Facilities for any period of time, by management, as determined by the needs of the service.

PERSON SPECIFICATION

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

CATEGORY	ESSENTIAL	DESIRABLE

QUALIFICATIONS	• RYA / MCA Power Boat (commercially endorsed) certificate (or greater) • Short Range VHF Radio Certificate of Competence. • Basic Sea Survival Certificate • Basic First Aid Certificate • Basic Health and Safety Training (such as CSR) • MCA Level 2 Oil Spill Responder (or equivalent) - *If this qualification is not held then the individual must undertake to complete it within 6 months of appointment*	• Forklift/Tractor Operators Certificate.
EXPERIENCE	• 2 years' experience of working within Harbour operations (public facing) • 2 years' Experience of working with the Public • 2 years' Experience of manual work	
KEY SKILLS & ABILITIES	• A high level of customer care with proven experience. • Ability to work on own initiative without close supervision, organising and prioritising own work. • Ability to deal with conflict situations with tact and diplomacy when required. • A good understanding of knots, splicing and general rope works. • A good understanding of the PMSC, including marine risk assessments. • Good IT skills, including a good working knowledge of Microsoft Word/outlook /Excel	• A good understanding of designing, laying and implementing various mooring systems.

Cont'd overleaf.

OTHER REQUIREMENTS	• Minimum Category B full driving licence with access to a form of transport to meet the requirements of the post. • Must be prepared to work in potentially unpleasant conditions/carry out potential unpleasant operations e.g., Working in bad weather or dead animal removal • Must be prepared to work outside normal hours on occasions • Must be willing to work overtime when available (including public or bank holidays) to assist during emergencies and bad weather, including assistance in the recovery of boats or vehicles, etc. when necessary. • Must be prepared to attend training courses (including practical/exam/tests) as deemed necessary and accept all highlighted responsibilities • If MCA Level 2 Oil Spill Responder qualification is not currently held then individual must commit to achieving it within 6 months of appointment • A driving assessment by Council will form part of the selection process • Appointment will be subject to completion of a medical questionnaire including a pre-employment Drugs and Alcohol Screening	• Licenced to drive with a trailer Category B+E

Please note the above criteria may be enhanced to facilitate shortlisting.