YMDDIRIEDOLAETH HARBWR CAERNARFON
CAERNARFON HARBOUR TRUST

JOB DESCRIPTION

Position : Dock Master

Location: Dock Victoria and Harbour Limits of Caernarfon Harbour Trust.

General: As a member of the Management Team, to be responsible to the Harbour Master for the day-to-day management and operation of Victoria Dock and Landerne Pier. Additionally, to deputise for the Harbour Master on marine related matters in the latter's absence

Job Content: The post holder will acquaint himself with the Management Agreement between Gwynedd Council and Caernarfon Harbour Trust and carry out duties therein specified.

These will include:

❖ As leading operator, the nomination of staff to operate the dock gate, ensuring that such staff are properly trained both in the operation of the gate and in emergency procedures to be adopted in case of failure.

❖ Will ensure that either they or a person deputised will be on duty on the following basis:

 A) 1st of April - 30th September inclusive, to be on site,

1.   From 15 minutes before advertised gate opening time until 60 minutes after.
2.   From 60 minutes before advertised gate closing time until 15 minutes after.
3.   During "gate open" times.
4.   During periods of high activity such as weekends.
5.   During extreme weather conditions, or periods of special activity.

B). 1st of October to 31st of March inclusive, to be on site:

1. From 15 minutes before any agreed opening times until 15 minutes after agreed closing time.
2. For not less than 2 Hours for general duties during weekdays
3. For not less than 1 hour inspection time on weekends and holidays.
4. In accordance with demand
5. During periods of extreme weather or periods of special activity

❖ Producing each year, a schedule of dock opening/closing times and arrange for publication on Caernarfon Harbour Trusts Website.

❖ Ensure Caernarfon Harbour Trust website is fully up to date with accurate and correct information.

❖ Ensuring the Dock is appropriately manned to meet the requirements of this schedule, in particular arranging for the cycle opening and closing of the gate and inspection regimes.

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❖ Organising and keeping records of the routine maintenance of the gate, gate control house, pontoons and the Pier, and through regular contact keep Gwynedd Council's appropriate Officer informed of equipment failure and any special maintenance requirements.

❖ Directing the safe movement of vessels in and out of the Dock, responsibility for the safety of Dock users and the general public and CHT employees in the area.

❖ Produce Risk assessments for the consideration of the Harbour Master when hazards are identified.

❖ Responsibility for cleansing of those areas specified in the Agreement and the removal of flotsam and debris from the Dock as and when required

❖ The allocation of berths in the Dock in accordance with the agreed policy the regular measurement of dredged depths in the Dock on the basis of which advise may be given on maintenance of dredging requirements.

❖ The control of the use of the Pier, Tanker berth and the Ferry slip, providing additional facilities and staff according to demand

❖ In association with the Administrator, ensuring that accurate records of, vessels and berth holders using the Dock and arranging for invoicing as appropriate.

❖ The collection of dues from casual users of the Dock and Pier and the recording of significant data concerning such usage. The production in association with the Administrator of an annual revenue budget for the operation of the Dock and Pier, and recommend a capital budget for submission to Gwynedd Council.

❖ By providing excellent quality of service to the users of the Dock and seeking additional custom, to maximum income from the facility.

❖ Assist and co-operate with the Harbour Master in the enforcement of Harbour Trust Byelaws.

❖ Maintain an awareness of the financial and administrative affairs of the Trust.

❖ Ensure that and staff under his direction are aware of and observe the agreed safety regulations.