



Job Description

Job Title:	Harbour Assistant
Responsible To:	Harbour Master, Assistant Harbour Master, Vessel Skipper.
Accountable To:	Harbour Master
Salary Grade:	£12.68 per hour. 37 hours/week

1. Key Purpose of Job

- 1.1. Under the direction of the Harbour Master/ Assistant Harbour Master, carry out the delivery of harbour services to marine customers.
- 1.2. Assist with a broad range of harbour operations.

2. Anticipated Outcomes of Post

- 2.1. Under the direction of the Assistant Harbour Master the Harbour Assistant will assist with a broad range of day-to-day harbour operations to ensure harbour operations are conducted in a safe, efficient and effective manner.

3. List Key Duties and accountabilities of the post

- 3.1. To assist with the day to day undertaking of Caernarfon Harbour Trust.
- 3.2. To assist in maintaining records of inspections and expiry dates.
- 3.3. To undertake maintenance work on all equipment and Aids to Navigation as required or requested.
- 3.4. To undertake crew duties aboard the Seiont IV as required.
- 3.5. To undertake skippering duties of the harbour launches and to ensure vessels are maintained in a seaworthy condition.
- 3.6. Assisting the Harbour Master/ Assistant Harbour Master in enforcing Harbour legislation and By-Laws.
- 3.7. Inspect as requested all parts and equipment of the Harbour and to produce completed (pre-approved) reporting forms.
- 3.8. To provide an excellent customer service to all Harbour users.
- 3.9. Undertake litter picking as required.
- 3.10. To assist in the Harbour car park as and when required.
- 3.11. Be available to assist in Emergency situation when possible.

- 3.12. Undertake basic computer work and maintain lines of communication using email and completing incident reporting and inspection forms.
- 3.13. Assisting in all matters relating to maritime events as and when required which may include guidance on launching and recovery of craft, giving directions for visiting vessels and answering enquiries related to a range of harbour operations.
- 3.14. Problem solving maintenance and repair tasks of harbour infrastructure and equipment. Including minor maintenance and cleaning of boats and buildings.
- 3.15. Dealing with harbour customers problems regarding berthing, visiting boat owners and the general public enquiries related to the use of harbour facilities and services available.
- 3.16. To assist the Harbour Master, Dock Master or Assistant Harbour Master in the berthing and unberthing of ships, including the taking of lines and providing water to ships as required
- 3.17. Controlling and managing vehicular traffic movements and parking arrangements on the Harbour Estate, as directed by the Harbour Master/ Assistant Harbour Master.
- 3.18. To drive the harbour vehicle as required when on duty.
- 3.19. To operate the forklift.

3.20. Additional Duties

- 3.21. Weekend working as required.
- 3.22. Attending the Harbour outside of normal working hours to assist during bad weather, berthing/unberthing ships and emergencies etc.
- 3.23. Completing basic notes or paperwork as may be required for the recording of visiting vessels and incident/inspection reporting.
- 3.24. Undertake basic computer work and maintain lines of communication using email and completing incident/inspection reporting forms.
- 3.25. Assisting in all matters relating to maritime events as and when required which may include guidance on launching and recovery of craft, giving directions for visiting vessels and answering enquiries related to a range of harbour operations.
- 3.26. To act as Duty Dock Master as required.

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. Dealing with harbour customers problems regarding berthing, visiting boat owners and the general public enquiries related to the use of harbour facilities and services available.
- 4.2. Dealing with parking issues on site.
- 4.3. Problem solving maintenance and repair tasks of harbour infrastructure and equipment. Including minor maintenance and cleaning of boats and buildings.
- 4.4. Refurbishing Aids to Navigation.

5. Budgetary / Financial Responsibilities of the post

- 5.1. Collecting income from harbour charges, handling petty cash.
- 5.2. Taking credit/debit card payments.

6. Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines

- 6.1. None

7. Working Environment & Conditions of the post

- 7.1. Harbour environment, predominantly outdoor with limited office hours as required
- 7.2. Driving Trust vehicles and harbour workboats within Harbour Limits and surrounding area as required

8. Physical Demands of the post

- 8.1. Normal physical effort including lifting fuel cans, climbing ladders, pulling lines, pushing boats off berths, moving chains.

9. Specific Resources used by the post

- 9.1. Driving harbour vehicles and boats
- 9.2. Operating Dock Cill
- 9.3. VHF Radio.

10. Key Contacts and Relationships

10.1. External

Harbour users and general public.

10.2. Internal

Harbour Employees/ Trustees.

11. Other Duties

To undertake additional duties as required, commensurate with the level of the position.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings enclosed spaces within the curtilage of buildings, and Trust vehicles. The Trust does not permit smoking breaks within work time, with break start and finish times being recorded, as with any other break-time arrangement.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- d) The post-holder must comply with the Trust Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- e) This post is based at Slate Quay Caernarfon Harbour.
- f) The post-holder must comply with the Trust Language Policy.



Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

Person Specification



Job Title:	Harbour Assistant.	Team	Marine Operations
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Ability to work on own initiative and without close supervision 2. Ability to efficiently and effectively work as part of team 3. Customer focus and customer care 4. Practical problem solving and use of initiative 5. Ability to organise and prioritise own work 6. Basic computer skills 	<ol style="list-style-type: none"> 1. Good communicator with flexible and adaptable communication style.

Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> 7. Understanding of small boats and basic ship requirements. 8. The practice of good seamanship. 9. Awareness of fuel / pollution handling precautions. 	<ol style="list-style-type: none"> 2. Basic understanding of the marine industry ashore 3. Knowledge of relevant Bye Laws 4. Local knowledge of Caernarfon Harbour

Essential Experience/Achievements:	Desirable Experience/Achievements:
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Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
10. RYA Powerboat level 2 or equivalent	5. UK Driving Licence 6. VHF certificate 7. Any Marine based qualifications.

<p><u>Essential – Other requirements of the job role</u></p> <ul style="list-style-type: none"> • Ability to carry out the physical requirements of the role (i.e. manual handling) • Ability to accommodate shift patterns • The Employee may also be required to work such additional time as may be necessary for the proper performance of the Employee's duties.
