

Falmouth Harbour Commissioners: Job Description

Job Title: Pilot Boat Deckhand TRAINING POST

Minimum Qualifications:

Recruitment

Evidence of Communication skills. Ideally a relevant boat operators qualification.

Ongoing

First Aid at Work, Sea Survival, DSC operator, Working Safely.

Experience/skills required:

Some experience in the operation and maintenance of boats. Ideally some experience of operating IT.

Overall purpose:

As directed by the Coxswain assist with the following;

Safely navigate the pilot boat in the execution of its tasks.

Ensure that the pilot boat is operated in a safe condition at all times with due regards being given to the prevailing weather.

Ensure that all safety precautions necessary for the safe boarding and landing of pilots are taken.

Maintain constant watch on "Falmouth Pilot Radio" and arrange pilotage as necessary.

Undertake routine maintenance tasks and safety checks and other maintenance as may be required by the Senior Coxswain.

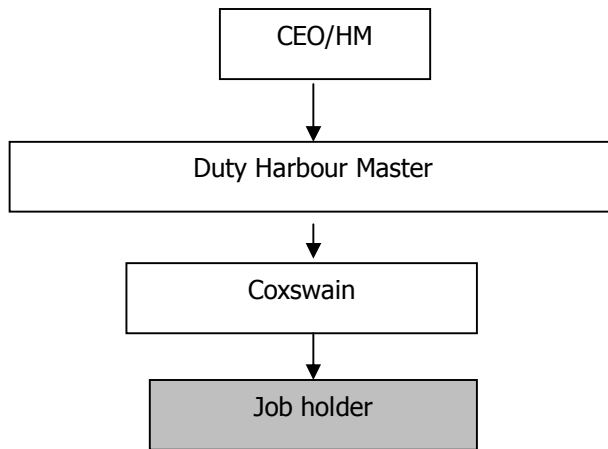
Act as Harbour Master's contact point outside office hours, contacting Harbour Master's staff as necessary for provision of patrols and response to any incidents that affect the safety of navigation or safety of vessels or persons within the harbour or incidents of oil pollution.

Update computer based vessel movements records and movements page on web site.

Main responsibilities:

Assist Coxswain with safe operation and maintenance of the pilot vessels.

Structure:



Main duties:

Work in a shift pattern including both day and night shifts to assist in providing 24 hour a day pilotage operations.

As directed by Coxswain undertake daily checks of the pilot boat to ensure that it is continuously maintained in a high state of readiness.

Report any defects by appropriate means.

As directed by Coxswain;

Maintain a log of pilot boat operations.

Ensure that a continuous listening watch on VHF Radio is maintained.

Monitor arriving and departing vessels using AIS. Communicate with vessels using VHF Radio and arrange for pilots to board and depart from the vessels in an efficient and timely manner.

Assist Coxswain in co-ordination of vessels arriving, departing or moving within the Harbour, relay movement information as required.

File incoming e-mails and faxes relating to vessel movements. Update computer movements programme accordingly.

Provide information to pilots relating to vessel drafts and cable leads during anchoring operations.

Check information provided from vessels receiving bunkers. Fax copies of approved sheets to the bunker tankers.

Liaise with ship agents and others as required regarding movement updates and other related information.

Job narratives:

This section outlines key areas, so that someone new to the company would gain a thorough understanding of the job role.

Explain the level of technical knowledge and the type of experience needed to do the job and give **examples** of when / how it is used

Understanding of navigating and operating craft in the harbour environment.

Describe the **main** parts of the job in terms of what is actually done eg 'inputting data from a policy document on to the system' rather than 'policy servicing' and the percentage of time spent on each.

Operating and maintaining the pilot boat. Maintaining a listening watch on VHF and co-ordinating the pilotage services for vessels using the port. Providing advice to vessels including those not taking pilots. Maintaining records including computer records. % depends upon level of operations.

Who are the **main** contacts internally / externally, how are they contacted, why and how often?

Coxswain – supervised by.
Deputy Harbour Master – regularly by meetings, telephone and e-mail on matters relating to boat operations and maintenance.
Harbour master – regularly by meetings, telephone and e-mail on matters relating to shipping movements.
Duty Pilots – frequently by telephone and radio on pilotage matters.
Shipping Agents – frequently by telephone on matters of shipping operations.
Yacht Clubs / Divers / Members of the public regularly during summer months on matters of shipping movement information.

What are the **most** important decisions that have to be taken without reference to others and what is the effect of mis-judging these decisions?

Supervised by Coxswain.

Describe the **typical** problems the job deals with, how they are solved and who/what does the jobholder go to for advice?

Notification received from agents or vessels about unusual shipping movements. Advice can be obtained from coxswain, pilots or harbour master. Any necessary special instructions can be passed to the vessel directly or via agents.

Describe any staff management role/any advising or coaching of others including those outside the immediate department.

None

What direct spending authority does the role have, what spending under defined guidelines, what budget involvement, policy payments etc? Please give actual amounts where appropriate.

None

Describe any health and safety responsibilities, including those outside the immediate department.

Responsible for complying with policy to ensure own health and safety

Notes:

This Job Description is not intended to be an exhaustive list of your responsibilities, key result areas and objectives. The Falmouth Harbour Master reserves the right to require you to undertake such other tasks, duties or training as may be appropriate to your status and experience.

This job description may be reviewed from time to time as a result of either re-organisation of the company and/or outcomes of the performance review scheme.

Although this Job Description provides an outline of your key tasks, all staff are expected to be flexible and assist when necessary other members of staff in their performance their tasks and be prepared on occasion to work in other departments to enable the company to operate efficiently.