



HARBOUR ASSISTANT

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

SCOPE: To assist the Harbour Master and Chief Executive Officer (HM&CEO) in managing the day to day running of all business run by the Teignmouth Harbour Commission (THC).

REPORTING: To the HM&CEO (THC).

STAFF: Line manager for operational staff as from time to time directed by the HM&CEO.

CONDUCT: The Harbour Master in conjunction with the Harbour Assistants are required to be on duty or provide "on call" cover for the harbour throughout the year and will be required to work additional hours outside the normal working day/week. Harbour Assistants are representing the THC at all times when they are at work and/or are on duty. Harbour Assistants are to wear the uniform and the appropriate PPE, as provided by the THC, on all occasions when they are conducting THC business and it is to be smart, clean and in a good state of repair. Harbour Assistants are to ensure that the mobile phone provided to them by the THC is switched on and charged at all times.

RESPONSIBILITIES:

1. To assist with ensuring that the channel and all aids to navigation are maintained and operational at all times. In particular to assist with:

- a. Maintaining all facilities and equipment in a safe condition;
- b. Sounding the Channel on a regular basis;
- c. Carrying out the dredging programme;
- d. Maintaining the Sea marks required for navigation in good condition and monitoring their positions. Ensuring that lights used for navigation, including shore lights and lights provided by other authorities are checked and defects remedied or notified.
- e. Maintaining the river channel buoys up to Newton Abbot.

2. To assist with the maintenance and installation of moorings and helping the people that use them. In particular to assist with:

- a. Ensuring that vessels are on the correct type of mooring for their size and construction by conducting mooring site visits and assisting with mooring installation or maintenance;
- b. Directing visiting vessels to suitable moorings;
- c. Conducting regular harbour patrols to show THC presence on the river, to ensure the General Directions and Byelaws are complied with and to assist all water users wherever possible;
- d. Marine incidents, oil pollution, dangerous occurrences as they occur;
- e. Ensuring that harbour activities are consistent with protection of the environment;
- f. Special events that are held within the THCs area

3. To be part of the Harbour Emergency and Oil Pollution response team and know where the Oil Spill Equipment is stored and in particular to be able to respond to the mobile phone provided to all Harbour Assistants and paid for by the THC:
4. To assist with ensuring that the Commissions vessels and pontoons are maintained in a seaworthy and safe condition and that their certification where required is kept up to date.
6. To assist with managing the “leisure business” in order to provide an excellent level of service. In particular to assist with:
 - a. The management of 750 deep water and drying moorings;
 - b. The allocation of moorings;
 - c. The conducting of mooring site visits;
 - d. The regular surveying and maintenance of ground tackle to ensure that it is secure and safe;
 - e. The managing of visiting vessels, the allocation of appropriate berths, the provision of necessary support and guidance to visitors and the collection of charges.
7. To build up and maintain a good working relationship with all users and stakeholders in and around the Teign.
8. To assist with assessing the risks and agreeing plans with organisations wishing to hold events within the river and approaches.
9. To perform tasks as directed by the HM&CEO.
10. To conduct Training as directed by the HM&CEO and become proficient at handling all THC vessels.
11. To perform tasks as directed by the Line Manager if one is allocated other than the HM&CEO