

Job Profile

Job Title	Boatman/Crane Driver
Department	Harbour Authority
Grade and salary	PSE Grade C/D/E
Job reference:	

Job description

The post holder would be required to cover various roles with the Harbour Authority team including day to day boat and crane operations, maintenance duties and tasks and other duties required within the department. The post holder is expected to carry out duties to the required standards and in accordance with health and safety standards.

The post holder is ultimately responsible to the Harbour Master and in his absence the Deputy or Assistant Harbour Master.

Core Roles and Responsibilities

- The day-to-day operation and maintenance of Harbour plant and machinery including the crane, tractor, boats and the Trailer Hoist.
- The out of season maintenance and refitting of all harbour moorings, pontoons and boats.
- The upkeep and repair of buildings and fixtures which reside within the harbour estate.
- The day-to-day maintenance and cleaning of all quays, buildings, slipways and services.
- To work within a roster for both boatman and crane driving operations.
- To meet, greet and assist visiting yachtsmen together with the collection of mooring dues during the spring and summer seasons.
- To crew the Pilot Boat during Pilot boarding operations and other Harbour duties.
- To carry out general maintenance of vehicles, plant, Harbour facilities and all other assets.

Values

Act as a role model for the States values in accordance with our values statement

- ▶ **Integrity** – in everything we do
- ▶ **Openness** – in our dealings with the public and colleagues
- ▶ **Customer focus** – by listening, explaining and responding to needs
- ▶ **Dignity and respect** – in how we treat everyone who comes into contact with us

- ▶ **Effectiveness** – in how we use our resources
- ▶ **Accountability** – for what we do

Competencies

Personal experience and development

- To hold a current driving licence and obtain, as soon as practicable after their appointment, an N.P.O.R.S Certificate of Competence for the Sennebogen Harbour Mobile crane.
- To be competent in the handling of small boats and be the holder of or be prepared to obtain an RYA/MCA Yachtmaster Offshore / Coastal Skippers Certificate of Competence (Commercial).
- To hold or be willing to achieve an industry approved VHF operators certificate.
- Holding a current category C (and articulated vehicle) driving licence would be a significant advantage.
- To develop high levels of competence in slinging & signalling during lifting operations.
- To undertake training, including an STCW courses which include a Sea Survival Course, first aid and firefighting.

Customer focus

- Treats all members of the public and colleagues in accordance with States values.

Communication

- Ability to give and take instructions and communicate clearly with colleagues.

Problem solving

- Ability to identify a problem that needs addressing, think clearly and use initiative to help identify clear, workable and creative solutions.

Team working

- Ability to interact and work effectively as part of a small team.

Personal effectiveness

- Ability to work to deadlines whilst achieving quality results.
- Cope with a diverse workload and be flexible when required.
- Flexibility for overtime and callouts is essential.
- Work in a safe and responsible manner.
- Takes care of States vehicles, equipment and tools.

These conditions are issued in addition to the standard schedule of "Terms and Conditions of Employment" relating to Manual Workers employed by The States of Alderney, a copy of which is available on request.