

## JOB DESCRIPTION

<b>Job title</b>	Marine Operations Assistant
<b>Department</b>	Marine
<b>Reports to</b>	Assistant Harbour Master (Marine Works)
<b>Location</b>	Port operational vessels and Shoreham Harbour Radio

<b>Role Summary</b>
To operate aboard the Port vessels, carry out maintenance and general marine duties as directed around the port.
<b>Key tasks and responsibilities</b>
<ul style="list-style-type: none"> <li>• To assist aboard all port craft when required.</li> <li>• To assist with any towage or waterborne operations involving Port craft.</li> <li>• To carry out routine patrols within the harbour.</li> <li>• Manually removing debris from the Canal and reporting any pollution.</li> <li>• Regular lifting, carrying and transporting of materials and equipment.</li> <li>• To monitor and maintain the oil spill equipment.</li> <li>• To assist with the small vessel census within the Port.</li> <li>• To carry out maintenance duties on board and associated with the Port craft.</li> <li>• Walking to and from areas of work on site, that are not accessible by any other means.</li> <li>• Climbing ladders for access and egress.</li> <li>• To carry out regular checks on equipment around the port such as life buoys, fire extinguishers, tide boards, hydrant pits and watering equipment.</li> <li>• Routine maintenance of the fuel tank and surrounding areas.</li> <li>• Routine maintenance of the survey vessel Capella as directed.</li> <li>• Fuelling and routine maintenance of the port truck.</li> <li>• Routine inspections of the port waste facilities.</li> <li>• Responsible for routine maintenance of the security hardware i.e. main gate padlocks.</li> <li>• To carry out and assist with any maintenance duties around the port as directed.</li> <li>• Other marine duties/tasks as directed.</li> <li>• All operational hours/shifts as directed.</li> </ul>
<b>Key skills/Person specification</b>
<ul style="list-style-type: none"> <li>• STCW95 Regs</li> <li>• ENG 1</li> <li>• Sea Survival</li> <li>• Personal Safety</li> <li>• Fire fighting</li> <li>• Yacht master offshore – power (with commercial endorsement)</li> <li>• Deck crane</li> <li>• Driving licence</li> <li>• Forklift</li> <li>• Slinging</li> <li>• Towage training</li> <li>• VHF (GMDSS)</li> <li>• First aid trained</li> </ul>

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## Our values

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