JOB DESCRIPTION

Job title	Marine Operations Assistant
Team	Marine
Reports to	Assistant Harbour Master (Marine Works)
Location	Shoreham Port Estate
Remote Working	A

Role Summary
To operate aboard the Port vessels, carry out maintenance and general marine duties as directed around the Port.
Key tasks and responsibilities
• To assist aboard all port craft when required. • To assist with any towage or waterborne operations involving Port craft. • To carry out routine patrols within the harbour. • Manually removing debris from the Canal and reporting any pollution. • Regular lifting, carrying and transporting of materials and equipment. • To monitor and maintain the oil spill equipment. • To assist with the small vessel census within the Port. • To carry out maintenance duties on board and associated with the Port craft. • Walking to and from areas of work on site, that are not accessible by any other means. • Climbing ladders for access and egress. • To carry out regular checks on equipment around the port such as life buoys, fire extinguishers, tide boards, hydrant pits and watering equipment. • Routine maintenance of the fuel tank and surrounding areas. • Routine maintenance of the survey vessel Capella as directed. • Routine maintenance of the port Sea bins. • Routine inspections of the port waste facilities. • Responsible for routine maintenance of the security hardware i.e. main gate padlocks. • To carry out and assist with any maintenance duties around the port as directed. • Other marine duties/tasks as directed. • All operational hours/shifts as directed.
Key skills/Person specification
• ENG 1 medical • RYA PB level 2 • First Aid • Sea Survival • Professional Practices and Responsibilities certificate • Driving licence • VHF (GMDSS) • Basic IT skills

Last updated: February 2023

Desirable but not essential:

- Fire fighting
- Yacht Master Offshore-Power (commercial endorsement)
- Deck crane
- Forklift
- Slinging
- Towage training

Our Values

