

**1. POSITION:**

MARINE OFFICER

**2. BASIC RESPONSIBILITIES:**

To act as Marine Officer; undertaking duties and responsibilities and acting in such capacities as deemed appropriate by your line manager.

**3. WORKING RELATIONSHIPS:**

Reports to the Assistant Harbour Master (Leisure) with responsibilities for all marine operational matters as laid down in the Portland Harbour Revision Order 19978.

In the absence of the Assistant Harbour Master (Leisure) to report directly to the Deputy General Manager (Marine) or the General Manager (Marine).

**4. GENERAL DUTIES AND RESPONSIBILITIES:**

- 1) To act as Skipper, or crew, onboard towage appliances belonging to, or leased by Portland Port Limited and/or Portland Harbour Authority Limited subject to appropriate qualifications.
- 2) Undertake and be responsible to the Deputy General Manager (Marine) with regard to commercial invoicing, clerical work and record keeping.
- 3) To act as Coxswain, or crew, onboard all other floating craft belonging to, or leased by Portland Port Limited and/or Portland Harbour Authority Limited. This to include Pilot Boats, Lineboats, RIB's and Harbourmaster's Vessels.
- 4) The Marine Officer is expected to be available during all normal office hours and at such other times, including weekends and Bank Holidays, as may be necessary in the performance of his duties.
- 5) Undertake routine harbour patrols on any of the company's floating craft as directed by the Deputy General Manager (Marine); enforce harbour regulations, collect harbour dues and assist and offer safety and regulatory advice to leisure users of the harbour.
- 6) Perform routine maintenance on all floating craft as required.
- 7) To man the Harbour Control office as required by the Deputy General Manager (Marine) in order to ensure 24/7 continuity of Vessel Information Services.

- 8) Co-operate with the requirements of the Company's customers, tenants, harbour and land users, national, regional and local authorities. Liaise all these requirements through the Company's Deputy General Manager (Marine).
- 9) Supervise all casual, or part-time, labour or sub-contractors in the safe and efficient performance of the duties and responsibilities in this section.
- 10) Perform all duties, tasks and responsibilities in 1) to 6) above in a safe and efficient manner.
- 11) Ensure that at all times Portland Harbour Authority Limited, its Staff, Assets and Sub-contractors comply with all relevant Health and Safety legislation whoever and whenever appropriate. This to include, but not be limited to, the following legislation in particular:-
  - i. The Docks Regulations 1988
  - ii. The Health and Safety at Work Act 1974 and it's various amendments.
  - iii. The Offices, Shops and Railways Premises Act 1962.
  - iv. C.O.S.H.H. Regulations.
  - v. The Merchant Shipping Regulations (various).
  - vi. The Dangerous Substances in Harbour Areas Regulations 1987.
  - vii. Legislative/operational requirements of H.M. Customs and Excise, Port Health Authority, Special Branch, Police and other Emergency Services.
  - viii. The Portland Harbour Revision Order 1997.
  - ix. The Port Marine Safety Code
  - x. All other legislative requirements relevant to Port, Shipping and Land Estate operations, construction or demolition, maintenance and repair of the Marine and Dock infrastructure, plant and equipment.
- 12) Abide by, and if necessary enforce, all company Operating Procedures, Harbour Bylaws, Acts and Orders, Safe Systems of Work and other relevant Portland Harbour Authority Limited work procedures and methods.
- 13) Familiarise yourself with, and work at all times within, all relevant Health and Safety legislation, Company Safety Policies, Rules, Regulations or Systems of Work, and other relevant Health and Safety Approved Codes of Practice whenever and wherever appropriate.
- 14) In the performance of all duties, tasks and responsibilities in 1) to 7) above wear and use all appropriate safety equipment.
- 15) Marine Officers are required to wear the appropriate Company Uniform at all times whilst at work.

- 16) In the event of an emergency, carry out work and duties in connection with the Emergency Plan and / or the Oil Spill Contingency Plan as directed by the Company's General Manager (Marine) or his appointed Deputy.
- 17) Work in close co-operation with other Langham Industries Group Companies or Portland Harbour Authority Limited's parent, subsidiary or associated companies.
- 18) Undertake all work, duties and responsibilities in 1) to 12) when working at locations outside Portland Harbour limits, Land Estate and operating areas.
- 19) Undertake such duties, perform work, and act in such capacities as determined and deemed appropriate from time to time as directed by the Harbour Master and General Manager (Marine) of Portland Harbour Authority Limited, or his appointed Deputy.
- 20) Undertake such duties, perform work, and act in such capacities as defined in this job description and Contract of Employment when performing work directly for, on behalf of, or in association of the following Portland Harbour Authority Limited parent, subsidiary or associated companies:-
  - i. Portland Harbour Authority Limited.
  - ii. Portland Harbour Authority Limited.
  - iii. Portland Pilotage Limited.
  - iv. Portland Stevedoring Limited.
  - v. Any other Portland Harbour Authority Limited's parent, subsidiary or associated company.

## **5. SPECIAL DUTIES AND RESPONSIBILITIES:**

Special Duties and Responsibilities will be allocated from the above General Duties and Responsibilities to the specific Marine Officer. Although each Marine Officer will be assigned to specific duties; flexibility must be maintained, subject to appropriate qualifications, to assist with Towage, VIS and Leisure tasks when necessary.