

JOB DESCRIPTION

Job title	Port Operative		
Department		Location	Port of Stornoway
Reporting to	Operations supervisor		
Responsible for	N/A		

Purpose and objectives of the role
To undertake duties primarily to allow berthing of vessels, crewing of the pilot boat and a variety of maintenance operations around the harbour, all undertaken in accordance with the Port Authority's Health, Safety, Environmental and Quality Policies to ensure the effective and safe operation of the Port.
Main duties and responsibilities
<p>The duties of a Port Operative are varied but primarily are as follows:</p> <ul style="list-style-type: none"> • Crewing of pilot boat & other Port Authority vessels as required. • Attend moorings and unmooring of vessels including water provision, fuelling and any required administration. • Operate and maintain crane, forklift and Telehandler • Operate and maintain Link Spans No.1 and No.3; Passenger Access System; Weighbridges at No.2 Pier and Ferry Terminal; and the Port Authority Ice Plant. • Cleaning and maintenance of piers, fish market, quay steps, pontoon berths, moorings and all Harbour land. • Cleaning, maintenance, repair and painting of all Harbour buildings (interior and exterior), structures (railings, fenders, bollards, ladders, pontoons, lampposts, Link Span, navigation lights and marks) and equipment (Boats, vehicles, forklifts, etc) • Utilise skills for operations & maintenance duties as required. • Environmental cleaning of Port Authority areas including beach work. • Assist Goat Island Supervisor (including the slipping and side slipping of vessels, winch operation). • Assist the Port Security Officer.

- Maintenance of any vessel owned by the Port Authority.
- Monitor vessel bunkering operations.
- Pollution Control – incident management as directed
- Attend training courses in connection with Port Operations, Safety (including management of Health and Safety), Pollution Control and First Aid at Work.
- Act as a temporary Shift Supervisor as required to provide holiday/ sickness/ operational cover.
- Administration works, including but not limited to the completion of maintenance logs, arrivals/departures book, yacht payments and arrival records, Risk Assessment.
- To undertake all works in accordance with the Employee Handbook and Stornoway Port Authority HSEQ Procedures.

The above list is not exhaustive. The Authority may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Authority.

Qualifications

Essential: Valid Driving Licence

Desirable: Boatmaster Licence, AB Certificate of competency, plant operations

Skills, knowledge and experience

Experience of working in a marine environment.

Experience of working in a team undertaking multiple tasks in a continually changing environment.

Experience of working in an environment which requires flexibility by all members of the team, including the ability to change shift/hours at very short notice.

Experience of working in environments where decisions are made based upon risk evaluation.

Risk Controls/Compliance

Health and Safety

Risk Assessment

Attendance and Timekeeping