



Job Specification

Tourism & Culture Services

Post No TS183

Designation: **Assistant Harbour Master (Dredging)**

Effective from: 1 April 2011

Main Purpose of the Job:

To command and ensure the safe and efficient operation of the council's dredging operations. Assist the Borough Harbour Master with the general operation and management of the authorities harbours.

Job Activities:

1. To act as Master of the Council's Dredging Operation reporting to the Borough Harbour Master and/or his Deputy.
2. To ensure the safe and efficient operation of the dredging vessels including the establishment of maintenance programmes and to undertake direct involvement in machinery and general maintenance. Including the ordering of spares and equipment.
3. To operate the dredging system at other ports as necessary and to undertake passages at sea, towing when required.
4. Understand the requirements and ensure compliance with the legislation in regard to the vessels operation particularly with regard to disposal at sea and statutory certification.
5. Work with the Borough Harbour Master and Deputy to programme dredging works and monitor dredged depths within the harbours and any external contract work.
6. Assist the Borough Harbour Master and Deputy with the routine management, control and supervision of all the authorities undertakings including allocation of duties to staff.
7. Assist with the maintenance of harbour records particularly with regard to vessel activities, inspection regimes and workforce.
8. Assist the Borough Harbour Master and Deputy with staffing issues including grievances, safe working practices and disciplinary procedures as necessary ensuring that all procedures are adhered to and to operate within the Constitution of the Council. To understand the budgetary constraints under which the harbours operate and assist to achieve the targets which apply in particular the dredger budget.

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9. To deal with correspondence and enquiries, attend meetings and legal proceedings as necessary.
10. Liaise with other services and agencies as necessary.
11. Any other duties as may be assigned.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility level.