



## JOB DESCRIPTION

<b>Post:</b>	<b>Harbour Operative</b>
<b>1. <u>JOB DETAILS</u></b>	
<b>Responsible to:</b>	Harbour Master
<b>Working hours:</b>	<p>40 hours per week</p> <p>In order to suit harbour duties, hours of work will include the ability to work on a shift basis between the following hours:  Monday to Friday: 06:00hrs and 21:00hrs  Saturday: 08:00hrs and 12:00hrs (operated on a rota system)  N.B. When working a Saturday morning shift you shall be entitled to time off in lieu during the week, by arrangement with the Harbour Master.</p> <p>Exact hours will be agreed with the Harbour Master, but typically, your working week will consist of:</p> <ul style="list-style-type: none"> <li>- 5 days x 8 hours (Mon to Friday) <u>or</u></li> <li>- 4 days x 8 hours + 1-day x 4 hrs Mon to Fri + 4hrs Sat morning</li> </ul> <p>You will also be required to provide weekend cover, on an on-call rota basis for NIFHA'S ice plant, which includes Sunday working.</p> <p>A flexible approach to working hours is a fundamental feature of your employment, including an ability to work overtime, if required, at short notice at any time during the week or weekend.</p> <p>You will be required to record your hours of working on an automatic time recording system.</p>
<b>Location:</b>	Primarily based at Kilkeel harbour but may occasionally be required to undertake work at other locations.
<b>Wages:</b>	£534.40 per week gross before allowances and occasional overtime
<b>Essential Qualifications and Experience:</b>	See Person Specification
<b>Special circumstances:</b>	<p>Some duties may involve travel in, and working from, a harbour workboat.</p> <p>Work within the ice plant may involve confined space working at low temperatures for a limited period.</p> <p>Fishmarket/Auction hall could also involve working at a low temperature within the chill room</p>
<b>2. <u>JOB SUMMARY</u></b>	
	To work under the direction of the Harbour Master as an active working team member to primarily carry out on-shore duties but also marine duties.

When carrying out all duties, your prime responsibility is to comply with NIFHA's Health and Safety Management System, NIFHA's Marine Safety Management System, the Port Marine Safety Code, MCA regulations, Marine Notices, and all relevant Codes of Practice.

The post holder must also adhere to NIFHA's Bye-Laws, identify and report any breaches to the Harbour Master, and assist the Harbour Master with their enforcement.

### **3. KEY DUTIES & RESPONSIBILITIES**

#### **General**

The job is varied by nature therefore a flexible approach is required. The post holder will undertake any reasonable duties as required by the Harbour Master that are within the competence of the post holder and conducive to the effective delivery of the role.

#### **Plant and Property Maintenance**

Duties: To carry out the routine repairs of the ice plant, slipway winch and cradles, fish market doors and all harbour fixtures and fittings, buildings, roadways, and structures.

Responsibilities: To ensure correct maintenance and safety procedures are followed and all problems are reported to the Harbour Master.

#### **Ice Supply**

Duties: To safely supply ice to vessels and/or road transport from either automatic ice plant or manually by ice bin and forklift truck.

Responsibilities: To ensure that all supply details are recorded accurately, and in accordance with established procedures.

#### **Vessel Slipping (Kilkeel and Portavogie)**

Duties: Slipping/unslipping of vessels on the basis of a team approach, including vessel alignment, operation of winch, preparing cradle blocks and operation of hydraulic arms in line with Slipway Code of Practice.

Responsibilities: To ensure that vessels are safely slipped, adequately supported once on the cradle and that Slipway Declaration forms are signed by owner/skipper on arrival and departure.

#### **Environmental Cleaning/Sanitary/Waste Collection and Recycling**

Duties: To assist the Harbour Master in monitoring and controlling the use of resources such as electricity and water. To implement all cleaning schedules as directed and in adherence to COSHH regulations. To clean up and remove rubbish and waste oil from quaysides, harbour premises and the harbour estate to designated waste collection points and to assist with waste segregation and recycling duties as required.

Responsibilities: To ensure that the harbour estate is kept clean and tidy, to minimise environmental impact and avoid pollution, and to report all incidents of dumping and/or pollution to the Harbour Master.

#### **Fishmarket**

Duties: Attending the markets as required to supervise and perform duties; to include recording, labelling, and other duties as identified by the Harbour Master.

Cleaning of all fishmarket facilities to agreed standards, keeping all access ways clear and ensuring boxes are safely stacked.

Responsibilities: To ensure the Fishmarket Code of Practice is adhered to, reporting any breaches to the Harbour Master.

#### **Harbour Vehicles (Fork Lift Truck (FLT) and Van)**

Duties: To maintain all checks and to operate the fork lift truck and van for harbour duties as directed by the Harbour Master. To undergo training as required.

Responsibilities: To carry out all requisite checks of the forklift and van before use, reporting any defects to the Harbour Master. To operate the FLT to agreed Codes of Practice and only when official 'NIFHA authorisation to operate FLT' has been signed off by the CEO.

#### **Dredger Operation (Kilkeel only)**

Duties: To assist in the operation, dredging duties and maintenance of NIFHA's dredger, MD. Kilmourne in line with the directions of the Harbour Master, to ensure all harbour entrances, channels and berths are maintained in a safe and navigable condition.

Responsibilities: To follow all relevant maritime procedures and Codes of Safety.

#### **Health and Safety**

Duties: To comply with all health and safety rules to ensure a healthy and safe working environment.

Responsibilities: To complete health & safety checklists and keep accurate records as required. To take a pro-active approach to all health and safety, bringing any defects, untoward activities, or potentially dangerous situations to the attention of the Harbour Master and / or to take prompt remedial action.

#### **General Maintenance**

Duties: Undertake all other harbour repair and maintenance duties, as directed by the Harbour Master e.g. painting, decorating, minor building works and associated labouring duties.

#### **Miscellaneous**

To assist with the delivery of NIFHA's outreach programmes e.g. fish festivals, schools programme.

To ensure all activities are conducted in accordance with the Equal Opportunities Policy.

To attend any meetings as and when required.

To undertake any job-related training as and when required.

#### **PLEASE NOTE:**

This job description is not intended to establish a total definition of the job, but an outline of the duties. The duties and responsibilities are not exhaustive and may vary without changing the character / purpose of the job or the level of responsibility.