2021 VAC 148  
Job Description

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| **Job title** | **Marine Operative (Cutter Crew)** |
| **Grade** | **7** |
| **Service/Team** | Port of Sunderland |
| **Main purpose of job *(i.e why is post required?)*** | 1. To deliver marine services within the Port of Sunderland with particular emphasis on crewing and taking command of pilot launches and workboats, operation of marine plant/equipment, together with associated maintenance 2. As required, to operate and maintain dock gates, sluices, swing bridge and barriers 3. Where required, to undertake other marine and non-marine services commensurate with training, experience, and qualifications. |
| **Key responsibilities *(i.e what does the post broadly do to achieve its purpose?)*** | * To issue clear and concise verbal instructions to crew members, passengers, and others while in command of a pilot vessel or workboat * To undertake verbal communication in person and by means of telephone, VHF marine and UHF digital radio * Establish excellent relationships with customers (agencies, port stakeholders, business partners) * Board and land pilots on vessels safely and promptly * Carry out maintenance on all marine machinery and equipment – including floating craft. * Collect dues from vessels as required * Provide fresh water to vessels as required * Check and replace lifebuoys etc. where necessary * Make decisions independently, and on a daily basis, in relation to safety and operational needs appropriate for the identified risk * Deal with deadlines, interruptions and conflicting demands effectively |
| **Key tasks *(i.e the specific duties that are required to achieve outcomes)*** | * Deal with and solve problems relating to marine services and the safe navigation and operation of port vessels * Provide advice and guidance to other crew members regarding the safe operation and navigation of port vessels * Ensure that all marine training, maintenance and inspections are fulfilled in a timely manner and that relevant records are neatly and accurately completed * Use creative skills to develop novel or unique ideas or products and/or implement or co-ordinate new technology and processes * Ensure pilots boats and other port craft always have sufficient fuel on board and in stock * Assist in launching and retrieving of port craft or moving of small craft as required * Analyse and interpret meteorological, hydrographical and navigational information * To undertake additional training as and when required for the role |
| **Responsible for staff/equipment** | * Responsible for the marine maintenance and upkeep of the marine services and equipment. |
| **Other duties/specific policies eg. DBS** | * Ability to work unsocial and variable hours within a 24-hour period, including weekends and public holidays. Undertake periods of on-call or standby duty with ability to respond to port estate within one hour of being called.   The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |