Cumberland Council

Post Specification

Date	**April 2023**
PG Number	**4834**
Post Title	**Port Coxswain**
Job Family	**Operations**
Job Family Role Profile	**OP5**
Final Grade	**Grade 7**

To be read in conjunction with the job family role profile

Service Area description

Port of Workington

Purpose of this post

To carry out all marine related activities as deemed necessary by Port Management in order to provide a smooth and efficient running of the Port's Marine Section.

Key job specific accountabilities

Accountabilities

- To take command of the Pilot vessel within the Port of Workington or elsewhere as required by the Harbour Master
- To work unsupervised within a flexible shift/tidal hours system covering a 24 Hour, 7 day a week service (Public Holidays included)
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- The daily and weekly completion of paperwork and records necessary for the efficient monitoring and recording of vessel movements in and around the Port limits and including but not limited to tidal notes, dock gate soundings, dock levels, pier head records, hours of work records.
- Communicating courteously and efficiently with Port users and attending to vessels/agents requirements eg provision of Fresh Water.

Key Tasks

Responsible to the Harbour master / Towing Coxswain

- Take command of the pilot boat for the embarkation/disembarkation of pilots and the embarkation/disembarkation of any other persons from or to any vessel, craft or installation as required by the Harbour Master.
- Take command of the pilot boat for the transportation of persons or equipment, within or outside of the port limits.
- Take command of the Pilot Vessel, surveying, maintenance of navigational aids, and any other duty that the Pilot Vessel may reasonably be expected to perform.
- To man the dock gates as required by Port Management to ensure the safe and efficient operation of dock gates on a tidal basis.
- To calculate and set sluices to retain sufficient water within the enclosed dock to keep all vessels afloat and be able to open the dock gates at the appropriate time.

- To maintain records and log books as required by Port Management.
- To operate the “Port Radio” and traffic signals and to control shipping movements.
- To act as crewman on the tug/pilot boat, and carry out such tasks as required by the Coxswain, Towing Coxswain or Tug Master, including the safe transfer of pilots, the handling of ship’s towlines, assisting with the plough dredging, assisting with surveying and any other tasks that may reasonably be expected on the tug/pilot boat.
- To be available to assist with the tug/pilot boat’s annual refit, or any other maintenance requirements.
- To be available to work outside of the port area to assist with whatever duties the tug/pilot has been assigned.
- To act as linesman for the mooring, un-mooring and shifting of ships and to provide the pilot and/or Master with information as may be required for the mooring, un-mooring and shifting of ships.
- To carry out cleaning and maintenance tasks on the tug/pilot boat or motor boat, to carry out cleaning and maintenance tasks in and around the dock estate as reasonably required by Port management.
- To ensure that all equipment at the dock gates, the navigation lights and signals, the jetty and dock lighting, the marine safety and lifesaving equipment on the dock estate and equipment on the tug/pilot boat are functioning correctly, and report any deficiencies to the appropriate person.
- Initiate and inform the “Duty Manager” of any emergency procedures that are required at the dock gates or dock estate. These procedures include but are not limited to: dock gate failure, pollution, fire, danger to self or other persons, danger or distress to ships or boats within the port’s area or jurisdiction.
- To inform the Duty manager of any activities on the dock estate that could be of concern or affect the efficient running of the Port.
- To carry out emergency procedures, drills and training as required by Port Management.
- To attend such training, health and safety activities as required by Port management.
- To man the motor boat when required.
- Assist in administering and regulating the Tidal Harbour.
- To undertake such other duties as Port Management may reasonably require to ensure the smooth and efficient operation of the Marine Section.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• No direct budget responsibility
Staff Management Responsibilities	• No direct line management responsibility.
Other	•

Essential Criteria - Qualifications, knowledge, experience and expertise

NO		*ESSENTIAL*	*DESIRABLE*
1	Qualifications/ Training/ Competencies	Boatmasters Licence Cat 2 or 3 or equivalent	Relevant training eg First Aid/Sea Survival Radio (VHF) training
2	Experience	Port/Marine Operations Boat handling	Pilot boat/ Tug experience Seagoing experience

3	Knowledge	Marine services Appreciation of routine care of mobile plant and equipment	Health and Safety at Work and Health and Safety Dock Regulations An understanding of working with computers
4	Skills/Ability	Ability to undertake advertised tasks and work unsupervised with a high degree of self-motivation A willingness to be flexible to support changing requirements of customers and business. A willingness to work unsocial hours and shifts through any periods including Bank Holidays Good communication skills Team player Numerate and Literate	Problem solving skills Highly developed Health and Safety awareness
5	Personal skills	Positive and enthusiastic	

Disclosure and Barring Service – DBS Checks
• This post does not require a DBS check.

Job working circumstances	
Emotional Demands	
Physical Demands	climbing , lifting operating heavy plant and machinery
Working Conditions	Predominantly outside at sea on a 24/7 shift rota, this includes all weather conditions from rain- high winds and high sea state.
Other Factors	
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