Cumberland Council

Post Specification

Date	**August 2026**
PG Number	**9083**
Post Title	**Port Engineering Assistant**
Job Family	**Regulation & Technical**
Job Family Role Profile	**RT6**
Final Grade	**6**

To be read in conjunction with the job family role profile

Service Area description

The Service is responsible for managing the Port of Workington's Engineering Functions.

Purpose of this post

To assist the Port Engineering Manager with maintenance of Port equipment and infrastructure and the safe and efficient running of the Ports engineering workshop

Key job specific accountabilities

- To support the Port Engineering Manager – Including but not limited to, inputting technical data on the Ports maintenance system, sourcing and collection of parts, the creation of job cards, cleaning and light maintenance of machinery & equipment and conducting basic maintenance tasks in the workshop.
- Work collaboratively with colleagues and external stakeholders to assist in the delivery of all Port maintenance functions, to help reduce vehicle downtime and increase vehicle availability.
- To conduct PAT testing as requested by the Workshop Supervisor, this will include maintaining accurate records for all PAT testing.
- To adopt a flexible approach to working within the Port Team accepting and embracing the need to assist any department
- You will be required to be part of the Port Engineering Team's out of hours on-call arrangements when requested.
- To complete and submit regular records for all work conducted.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	N/A
Staff Management Responsibilities	N/A
Other	N/A

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- Professional qualification relating to Heavy Plant Engineering (Essential)
- Professional qualification relating to Electrical Engineering (Preferred)
- Plant Movers Ticket (Essential)
- Slinger / Banksman Qualification (Preferred)

Knowledge

- Good knowledge of Engines, Transmissions, Hydraulic Systems and Auto Electrical Systems of Heavy Plant and Machinery. (Essential)
- Different types of Port Machinery and their uses (Essential)
- ICT

Experience

- Experience of working within an engineering / mechanical workshop

Skills

- Technical skills commensurate with the post
- High level of communication skills
- Ability to:
  - work as a team player.
  - work under pressure and achieve deadlines.
  - work on own initiative and to work as part of a team.
  - Competent in the use of IT
  - Customer focussed approach and commitment to excellent customer service.
  - Commitment to equal opportunities.
  - Sound awareness of health and safety risk – able to follow safe working practice and confident to challenge non-compliance / poor practice.

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

Job working circumstances	
Emotional Demands	• Minimal
Physical Demands	• Occasional manual and technical duties relating to the repair, inspection and testing of a mixed fleet. This will involve use of tools, specialist equipment and machinery, lifting, bending, stretching, including working under vehicles or at height.
Working Conditions	• The post holder will predominately work within a workshop environment, but will also be required to work outside, lone working and potentially in severe weather conditions.

Other Factors

- To model positive behaviour standards, placing health and wellbeing at the heart of everything we do, and displaying / reinforcing the Council's values (Ambitious, Collaborative, Compassionate, Empowering, Innovative).

- Flexibility to respond out of hours to both planned and unplanned events including working across weekends and public holidays and through the night when needed.