

1. POSITION:

MARINE ENGINEER

2. BASIC RESPONSIBILITIES:

To be responsible to the Marine Maintenance Manager for the mechanical and electrical planned and breakdown maintenance of all floating plant and equipment owned, chartered or operated by Portland Harbour Authority Limited and Portland Port Limited.

To be responsible to the Marine Maintenance Manager to ensure that the material condition of all floating plant owned, chartered or operated by Portland Harbour Authority Limited and Portland Port Limited is maintained and improved. This includes all electrical and mechanical machinery, systems, hull, and fixed and portable equipment.

To act as Marine Engineer of any floating plant owned, operated or chartered by Portland Harbour Authority Limited and Portland Port Limited during harbour towage evolutions.

3. WORKING RELATIONSHIPS:

When undertaking harbour towage evolutions the Marine Engineer will come under direction of the Tug Master. When not undertaking harbour towage evolutions the Marine Engineer is to report directly to the Marine Maintenance Manager of Portland Harbour Authority. In the absence of the Marine Maintenance Manager, the Marine Engineer will report directly to the Deputy General Manager (Marine).

4. GENERAL DUTIES AND RESPONSIBILITIES:

- 1) To carry out the functional duties of Marine Engineer during all harbour towage evolutions as directed by the Tug Master.
- 2) To crew any of the floating craft owned or operated by the Company as required by the Duty Harbourmaster.
- 3) When not undertaking harbour towage evolutions work as directed by the Marine Maintenance Manager / Deputy General Manager (Marine) performing maintenance and Repair work to, or with, all landside dock infrastructure, plant and equipment, utilities navigation aids etc.
- 4) To supervise all contractors, permanent and casual crew as required by the Marine Maintenance Manager.

- 5) Co-operate with the requirements of the Company's customers, tenants, harbour and land users, national, regional and local authorities. Liaise all these requirements through the Company's Marine Maintenance Manager.
- 6) Perform all duties, tasks and responsibilities in 1) to 5) above in a safe and efficient manner.
- 7) Obey all Company's Standing Orders, Harbour Bylaws, Acts and Orders, Safe Systems of Work and other relevant Portland Harbour Authority Limited and Portland Port Limited work procedures and methods.
- 8) Familiarise yourself with, and work at all times within, all relevant Health and Safety legislation, Company Safety Policies, Rules, Regulations or Systems of Work, and other relevant Health and Safety Approved Codes of Practice whenever and wherever appropriate. This to include, but not to be limited to work, duties and responsibilities covered by:-
 - i. The Docks Regulations
 - ii. The Health and Safety at Work Act 1974 and it's various amendments.
 - iii. The Offices, Shops and Railways Premises Act 1962.
 - iv. C.O.S.H.H. Regulations.
 - v. The Merchant Shipping Regulations (various).
 - vi. The Dangerous Substances in Harbour Areas Regulations 1987.
 - vii. Legislative/operational requirements of H.M. Customs and Excise, Port Health Authority, Special Branch, Police and other Emergency Services.
 - viii. The Portland Harbour Revision Order 1997.
 - ix. All other legislative requirements relevant to Port, Shipping and Land Estate operations, construction or demolition, maintenance and repair of the Marine and Dock infrastructure, plant and equipment.
- 9) In the performance of all duties, tasks and responsibilities to wear and use all appropriate safety equipment.
- 10) All employees are required to wear the appropriate Company Uniform at all times whilst at work.
- 11) In the event of an emergency, carry out work and duties in connection with the Emergency Plan and / or the Oil Spill Contingency Plan as directed by the Duty Harbour Master.

- 12) Work in close co-operation with other Langham Industries Group Companies or Portland Port Limited's parent, subsidiary or associated companies.
- 13) Undertake all work, duties and responsibilities in 1) to 13) when working at locations outside Portland Harbour limits, Land Estate and operating areas.
- 14) Undertake such duties, perform work, and act in such capacities as determined and deemed appropriate from time to time as directed by the Marine Maintenance Manager / Deputy General Manager (Marine).
- 15) Undertake such duties, perform work, and act in such capacities as defined in this job description and Contract of Employment when performing work directly for, on behalf of, or in association of Portland Harbour Authority Limited parent, subsidiary or associated companies.

5. SPECIAL DUTIES AND RESPONSIBILITIES

- 1) To provide 24/7 operational cover (call out system) for all floating craft as required by the Marine Maintenance Manager / Deputy General Manager (Marine).
- 2) To be fully conversant with all mechanical and electrical plant on marine craft, owned chartered or operated by Portland Harbour Authority Limited and Portland Port Limited.
- 3) To keep accurate weekly records of bunkers, fuel and lubrication oil stocks including spares consumed.
- 4) To raise and report any defect and requisitions in a timely manner to the Marine Maintenance Manager.
- 5) To ensure that all floating craft remain in service at all times unless otherwise authorised by the Marine Maintenance Manager.
- 6) To maintain record books for all floating craft, returning to the Marine Maintenance Manager for weekly signing.
- 7) To ensure that all floating craft operations log books are filled in and signed for each operation and running hours totalled up monthly.