

## **1. POSITION:**

Marine Workboat Apprentice

## **2. BASIC RESPONSIBILITIES:**

To undertake 2-year apprenticeship training programme working to pass the end point assessment of the Level 3 workboat crewmember standard. This will require the apprentice to work alongside Marine Department staff to understand the functions and responsibilities of the harbour authorities Marine Officers.

## **3. WORKING RELATIONSHIPS:**

Reports to the Senior Tug Master; Portland Harbour Authority Limited. In the absence of the Senior Tug Master report to the nominated Tug Master.

In the absence of the above you will report directly to the Deputy General Manager (Marine)

Work alongside and under the guidance of other Marine Department staff as required.

## **4. GENERAL DUTIES AND RESPONSIBILITIES:**

1. To undertake the following Marine Department activities, under the guidance of a Marine Officer nominated by the Senior Tug Master: -
  - Maintenance of harbour authority vessels (tugs, pilot boats, RIB)
  - Assist in the provision of 24 hour a day, 7 days a week Local Port Service provision.
  - Undertake Harbour patrols on the Harbour Master's RIB
  - Assist as required in the event of activation of the Emergency Plan and/or Oil Spill Contingency Plan.
  - Act as crew on the harbour authorities' vessels, subject to qualifications.
2. Understand all Marine Department Operating Procedures, Harbour Byelaws, Acts and Orders, General and Special Directions, Safe Systems of Work and other relevant Company work procedures and methods.
3. Familiarise yourself with and work at all times within 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 limited to work, duties and responsibilities covered by: -
  - i. The Docks Regulations.
  - ii. The Health and Safety at Work Act and it's various amendments.

- iii. The Code of Safe Working Practices (COSWP)
  - iv. The Offices, Shops and Railways Premises Act.
  - v. C.O.S.H.H. Regulations.
  - vi. The Merchant Shipping Regulations (various).
  - vii. The Dangerous Substances in Harbour Areas Regulations.
  - viii. Legislative/operational requirements of H.M. Customs and Excise, Port Health Authority, Special Branch, Police and other Emergency Services.
  - ix. The Portland Harbour Revision Order 1997.
  - x. The Prevention of Oil Pollution Act.
  - xi. The Pilotage Act.
  - xii. All other legislative requirements relevant to Port, Shipping, marine and land estate operations, construction, demolition, maintenance and repair activities to marine and dock, infrastructure, plant and equipment.
  - xiii. Port Marine Safety Code.
4. In the performance of all duties, tasks and responsibilities wear and use all appropriate safety equipment.
  5. Marine Apprentices are required to wear the appropriate company uniform at all times whilst at work.
  6. In the event of an emergency, assist with the Emergency Plan and/or the Oil Spill Contingency Plan as directed by the General Manager (Marine) or his appointed Deputy.
  7. Undertake such duties, perform work, and act in such capacities as determined and deemed appropriate from time to time as directed by Senior Tug Master.
  8. 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 with the work requirements and activities of the following Portland Port Limited parent, subsidiary or associated companies:-
    - i. Portland Harbour Authority Limited.
    - ii. Portland Port Limited.
    - iii. Any other Portland Port Limited subsidiary or associated company.

## **5. TRAINING REQUIREMENTS**

1. To undertake mandatory training to complete the 2-year apprenticeship training programme: -
  - i. Required attendance at Searegs training Ltd, Plymouth
  - ii. Completion of associated short courses
  - iii. Required attendance for Training Assessment Days.