



Date	June 2020
Section	Operational Staff - 32 hours
Purpose	Operational and Customer Services
Role Profile Salary	£9.50 - £12.50 per hour depending on experience

Principle Duties

- Opening and Closing of Dock Gate and Ellenfoot Bridge
- Assist with the 25-tonne lifting Operation including pressure washing and chocking the boats
- Assisting with the towing of boats, rope work and moving boats using ropes.
- Checking the boats, pontoons and electricity connections.
- Cleaning of the site, toilet and shower, office, hard standing, pontoons, etc.
- Maintenance and repairs to a DIY standard including painting, changing bulbs, etc.
- Inspection of the company assets, including the harbour authority responsibilities.
- Monitoring CCTV and reporting any unusual activities
- Customer Care, including dispensing fuel, bottle gas, electricity
- Assist customers mooring when arriving back to port,
- Ensuring all relevant paperwork is available for the Administration staff
- Train to be part of the oil spill contingency team.
- Understand the health and safety procedures
- Take an active role in ensuring that the team is working safely.
- Answer telephone or undertake reception duties when the Administrator are busy or not available.
- Take cash, card payments, etc.
- Warden of the site when working alone.

Based

- At the marina complex
- Will involve visiting other company property for inspections and maintenance
- May involve travelling to training courses, which you will be financially reimbursed.

Requirements for the role

- Act within guidelines and standard procedures
- Can undertake multiple tasks simultaneously
- Can work within a team and as an individual
- Ability to undertake learn quickly and retain information

Skills, knowledge and qualifications

- Ability to operate large hydraulic machinery, hand tools, etc.
- Ability to use office equipment including, computers, till, card machine, telephones, CCTV, VHF, etc.
- Health and Safety qualification IOSH Working Safely
- First Aid at Work
- Fire training
- Boat Handling, RYA level 2 power boat.
- Knowledge of knots
- Ability to use machinery and tools

Please note this is a small team and requires everyone to take an active role in providing a high standard of service for all our customer. Operational staff will spend at least 85% of their time outside undertaking physical work.

To apply for this post, please complete an application form and return to the address below.

