



Date	March 2021
Section	Part-Time Operational Staff – 22 - 32 hours per week
Purpose	Operational and Customer Services
Role Profile Salary	£9.80 - £12.00 per hour depending on experience

Principle Duties	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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 	
<p>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.</p>	

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

