Pier Master

As per advert

At a glance:

Grade: E
Salary: As per advert

Allowances:

- Distant Islands Allowance
- Unsocial Hours Allowance 17.5%

Job Purpose:

Assist the Pier Shift Supervisor with day-to-day operations on the piers as well as maintaining the piers and associated infrastructure in a safe, secure and clean condition

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Participate in Marine Services' Safety Management System per the Port Marine Safety Code and associated plans.
Assist vessels with berthing instructions and log all arrivals/departures.
Ensure vessels and harbour users comply with Harbour Byelaws, General and Special directions.
Assist with inspections of piers and pier buildings for faults and report issues to Pier Shift Supervisor.
Operate and routinely maintain the Ro/Ro Linkspans, walkways and Weighbridges.
Carry out routine maintenance of pier infrastructure as directed by the Pier Shift Supervisor.
Keep harbour premises clean, ensuring slipways are free of seaweed and slime as directed by the Pier Shift Supervisor.
Assist the Pier Shift Supervisor with paperwork, reports, and forwarding documents.
Assist the Pier Shift Supervisor in the collection of harbour dues and berthing fees and depositing at the Harbour Authority Building, Scapa.
Support equipment deployment and clean-up operations in pollution incidents.
Assist the Port Safety Manager with port waste reception coordination.
Provide stevedoring, security and inspection duties for the outer north isles vessels operated by Orkney Ferries.
Carry out security inspection and duties as per the Port Facility Security Plan.
Monitor CCTV cameras within the port facility.
Use a range of computer packages, including Microsoft office.
Travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the service.
In the absence of the Pier Shift Supervisor, ensure all operational matters are carried out for the safe and effective operation of the port facility.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Restricted VHF Radio
Forklift truck operator's licence
Working knowledge of port operations
Experience and working knowledge of Microsoft Office packages with a focus on Word and Excel
Good working knowledge of safety requirements in the workplace
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the service

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No