JOB DESCRIPTION

Job Title: Harbours Craning Assistant		**Ref No:**	**JE Ref: U925**
Department: Communities, Roads and Infrastructure	**Band: 3**	**Location: Dumfries & Galloway**	
Responsible To:	Regional Harbour Master and Senior Harbour Assistants		
Responsible For:	None		
Job Purpose:	To assist colleagues within the Harbours Service in undertaking the safe and efficient craning and transport of boats to and from the harbour at Stranraer. Other duties requiring more than one member of staff in the five harbours operated by the Council.		
Main Responsibilities:	-Support colleagues in ensuring safe and efficient boat lifts and boat transporting. -Assisting with other work requiring two staff. This would most likely include, but not be limited to; - Kirkcudbright harbour boat operations. - Machars harbours slipway cleaning.		
Job Activities:	• Establish the safety zone around the lifting operations and ensure it remains clear during all lifting operations. • Assist senior harbour assistants in lifting operations including line handling to avoid boats swinging during lifting. • Undertake cleaning of boats using a pressure washer. • Undertake role of banks-person for boat transporter when moving boats to and from the secure compound to / from the crane. • Engage with boat owners, giving directions on safe operation. • Engage with public to explain safety issues, on-going operations, etc. • Other tasks associated with boat craning as directed by harbours service staff.		
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.		

Prepared by:	James McLeod	Date: 11 November 2021

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