

EXETER CITY COUNCIL

Job Description

DESIGNATION	:	Harbour Master
GRADE	:	Grade 10 (indicative)
POST NO	:	TBC
DIRECTORATE	:	Place
UNIT	:	Community Safety & Enforcement
RESPONSIBLE TO	:	Service Manager Community Safety & Enforcement
SUPERVISORY RESPONSIBILITY FOR	:	7.65 FTEs within the Waterways Team
LIAISON WITH	:	Council Officers, Stakeholder and User Groups, Members of the Council, other public organisations, contractors, customers & the general public,

PURPOSE OF JOB

Ensure the safe and effective operation of the Port of Exeter. Lead Port Marine Safety Code compliance as Duty Holder. Build relationships with user groups and other stakeholders. Help drive the commercialisation of the Exeter Ship canal.

MAIN ACTIVITIES

To directly line-manage Canal Operations Manager and two Harbour Patrollers

To oversee management of other Waterways staff (Ferry Operator, Canal Operatives and Admin Support)

To develop staff to ensure all are competent and qualified in their roles and monitor staff performance

To develop and maintain an effective Marine Safety Management System

To develop, review and communicate Risk Assessments for all marine operations and activities

To implement and manage enforcement policy and ensure regular patrols to help improve compliance with byelaws designed to promote safety in the Harbour

To ensure the provision and maintenance of aids to navigation

To investigate accidents and near miss incidents, reporting findings to the MCA or police as appropriate

To prepare, communicate and practice counter pollution (and similar emergency) plans and procedures

To ensure the Council meets all relevant environmental obligations and keep abreast of new policies and legislation

To build strong relationships with user groups and other stakeholders, attending and contributing to various meetings (often during the evening)

To develop good working relationships with all harbour users and contractors

To carry out such other appropriate duties as may be required by the Service Manager Community Safety & Enforcement within the grading level of the post

DATE LAST UPDATED: May 2018