

SCARBOROUGH BOROUGH COUNCIL



Job Specification

Business Support

Post No: TS2170/TS2180/PN403

Designation: Marina Operative (Whitby Harbour) /
Seasonal Marina Operative (Whitby Harbour)

Main Purpose of the Job:

Safely receive visiting leisure vessels and allocation of appropriate berths, collecting dues and dealing with general enquiries, providing appropriate advice. Assist with the general marina maintenance including painting, minor repairs and ensuring cleanliness of the associated facilities and maintaining a safe working harbour environment.

Main Responsibilities and Tasks:

Responsible to Deputy Harbour Master for the following duties:-

1. Allocation and administration of berths, including permanent and visiting berths and dealing with enquiries relating to leisure vessels within the marina.
2. Ensure facilities and pontoons are maintained to a high standard including daily inspections to maintain acceptable levels of cleanliness and safety. Undertaking general maintenance duties, including painting and minor repairs. Collection of litterbins and waste oil and emptying to appropriate receptacle.
3. Receipt of berthing fees, harbour dues, slipway fees and storage fees, and maintenance of appropriate records.
4. Security of marina and its facilities, patrol and check security of moorings, ropes, etc. Liaise with and inform boat owners regarding security and prevention of damage to vessels, etc.
5. Operation of the VHF Radio and CCTV, issuing of parking permits, security of keys. Deal with general enquiries and build good customer relations.
6. Effective management of the marina car parking area to ensure operational efficiency.
7. When necessary assist in liaison with the Emergency Services.
8. Any other duties as may be assigned.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility level.