

# SCARBOROUGH BOROUGH COUNCIL



## Job Specification

---

### Harbours Service

Post No. PN000033

Designation: **Coble Landing Attendant (Filey)**

Date evaluated by Panel:

Effective from: 1 February 2015

#### **Main Purpose of the Job:**

Receipt of launching fees, cleaning and assist towards ensuring the safe operation of the Coble Landing.

#### **Main Responsibilities and Tasks:**

1. Assist in promoting safe practice of the area by all users particularly during the launching of vessels.
2. Receipt of slipway fees and maintenance of appropriate records.
3. Issue and verification of launching permits.
4. Maintain the cleanliness and general husbandry of area to a high standard.
5. Deal with general enquiries and build good customer relations.
6. Oversee usage of operational area with regard to permanent vessels.
7. Clean, tidy and sweep the surrounding areas including if necessary the movement of any equipment to ensure public safety.
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.