



Job Description: Boatperson

PRINCIPAL PURPOSE

- To ensure pilots are taken out to ships awaiting them or taken from ships requiring the Port's services.
- To ensure ships are safely moored and tied up, serviced, and untied when required.
- To undertake daily maintenance of the Ports vessels and other general maintenance works round the Port as requested.

RELATIONSHIPS

Directly responsible to: The Harbour Master

Subordinates directly manage: None

LIMITS OF AUTHORITY

Personnel

No authority given.

Financial

No authority given.

CORE RESPONSIBILITIES

- To operate a variety of vessels, including pilot boats, work boats, motorboats, and barges daily.
- To report to the Maintenance Engineer at the earliest opportunity, any equipment concerns, or Pilot vessel defects found.
- To be responsible for the mooring and unmooring of vessels.
- To attend to watering by supplying hoses upon a vessel's arrival and the removal upon the vessel's sailing.
- To be responsible for carrying out repairs and maintenance on the Ports vessels, including onboard equipment and hull painting of such vessels whilst ashore.
- To carry out the fuelling of all the ports Pilot Vessels.
- To assist in the Survey of Pilot vessels and workboats, as required.
- To carry out scrubbing and cleaning of Pilot vessels/workboats/harbour vehicles, as required.
- To de-ice all pontoons at the harbour.
- To assist with maintaining of all harbour navigation lights, that are within the responsibility of the Port.
- To assist in the transporting by launch, of non-Inverness Harbour Trust (IHT) personnel, to NLB lights or to the anchorages, as required.
- To collect yacht dues when on duty.
- To upkeep and maintain the mobile bilge water tank.
- To ensure the mobile water bilge tank is available for vessels to use as and when required.
- To remove waste from all harbour launches and small boat users.
- To be available to undertake regular safety related and statutory training and exercises.
- To ensure the safety of other crew members and passengers.
- To navigate waterways safely and obey regulations.
- To obtain and maintain certificates and licences that are required to fulfil the role of a Boatperson.
- To comply with the requirements of the Port's Health and Safety Management System and actively engage with Risk Assessment reviews which are relevant to a Boatman's role.
- To prepare mooring equipment for vessels' arrival.
- To assist vessels when berthing and departing.
- To be an effective member of the Port's Oil Pollution Team.
- To take part in regular exercises in accordance with the Oil Pollution Plan.
- To assist the emergency response team if required.
- To assist with keeping the Port clean and free of debris.

- To maintain logs, maintenance records and adhere to and comply with all the Ports operating procedures and policies.
- To maintain the highest level of confidentiality.
- To behave courteously and politely with colleagues, customers, and anyone else encountered whilst working on behalf of the Port.

MAINTENANCE RESPONSIBILITIES

- To assist with port maintenance duties, including but not limited to:
 Cleaning the tide gauges.
 Keeping the harbour clean and free of debris, inclusive of washing down when requested.
 Assist with the erection and dismantling of the Port's HERAS fencing.
 Assist with weed control. This may include the use of backpack spraying equipment.
 Assist in grass, gorse and scrub control. To include the use of strimmer's and hand saws.
 Assist with the erection and dismantling of the Port's marquee.
 Assist with temporary repairs to quay/roadway potholes and quay drains.
 Assist with the painting of Pilot vessels and Port infrastructure.
 Assist with the cleaning of the weighbridge "pit".
 Assist with the installation and/or replacement of rubber speed bumps.
 Assist with the maintenance of quayside and wooden edge fendering.
 Checking and cleaning Transit Shed door running tracks to ensure they are fit for purpose and that the doors can be operated easily.
 Assist with the cleaning and maintenance of the Ports electro-hydraulic barriers.
 Assist with the cleaning out of any quayside interceptors or fuel supply tanks, (whether of oil or material debris)

General

- To liaise and agree with the other boatperson's when holidays may be taken each holiday year, whilst ensuring at least two boatperson's are always on duty. Each boatperson must submit holiday request(s) for at least 4 weeks holiday to the Harbour Master, for approval, by the 31st January each year.
- To undertake any other duties that may reasonably be required of you.

For any disputes, the Harbour Master will have the final power to determine duties and schedule.

Legal Compliance

- To ensure you comply with all statutory and legal obligations including Health and Safety at Work.
- To ensure all the Port's internal processes and administration are adhered to in a timely manner.
- To be vigilant on all safety matters and immediately notify the Harbour Master or the Chief Executive of any potential non-compliance of regulations or any hazardous situation which may occur anywhere on company premises.
- To report any incidents, accidents and near misses in accordance with the Port's Safety Management System policy.
- To ensure own safety and the safety of all others, who may be affected by the Trust's operation.

ACCEPTANCE

COMPANY

Signed on behalf of the Port

Print name

Date

EMPLOYEE

Signature

Print name

Date

