

Pilot Boat Crew Senior Coxswain

JOB DESCRIPTION

Key Duties and Responsibilities

Pilot boat:

- a. Transfer Pilots to/from vessels.
- b. Ensure that the Pilot boat and Equipment are maintained to a high standard of cleanliness and in good working condition.
- c. General maintenance of the Pilot boat and equipment.
- d. Monitor the pilot boat at her berth and advise MOPS/Duty HM of any issues that may adversely affect the provision of pilotage services, including any equipment failure.
- e. Emergency Response as per published plans as well as responding to requests from 3rd parties (e.g., Irish Coast Guard)
- f. General boat duties as assigned by MOPS/Duty HM.
- g. Participate in the conduct of Emergency Drills, training and exercises as directed.
- h. Ensure boat is always fueled and ordering fuel as required through Port Services.

Communications duties:

- a) Regular contact with Harbour Master, MOPS and Port Services.
- b) Maintain listening watch on VHF
- c) Monitor landline and mobile communications.
- d) Establish communications with vessels entering/leaving the Estuary, utilizing all available means provided, VHF, land line, mobile.
- e) Advise vessels on pilotage/berthing/anchoring arrangements.
- f) Advise Pilots on planned arrivals/departures as required.
- g) Monitor and establish radar/AIS plot on VTMIS as required.
- h) Maintain situational awareness and update arrivals/departures board following updates from MOPS/Duty HM.
- i) Advise MOPS/Duty HM and pilots of any changes to notified ETAs and/or changes to planned boarding arrangements.

Staff Supervision:

- a. Maintaining Pilot boat Crew Rota ensuring service is maintained at all times. This will include the tasking of two relief Pilot boat Crew members to cover Rota as required.
- b. Supervising and controlling leave and sickness requirements and covering same.
- c. Updating the TMS clocking system and working hours.
- d. Monthly returns on wages, holidays, log book sheets and any ancillary items.
- e. Liaising with Port Services on Pilot boat maintenance and upkeep
- f. Supervising activity at Pilot Station and equipment maintenance

Additional responsibilities include;

- a. Supervise completion of maintenance forms and SOPs. Adhere to published SOPs in the performance of all duties
- b. Supervise Preparatory work on boat license and inspections.
- c. Regular communications with Harbour Master and Port Services Manager.
- d. Participate in training as directed by SFPC Management.
- e. Ensure required qualifications of all Pilot Boat crew and relief staff are in-date, flagging training deficiencies as required.
- f. Supervision of overtime requirements, annual leave requirements and performance of the pilot boat crew.
- g. Adhere to SFPC Employee handbook and any other SFPC protocols.
- h. Supervise and participate in the development and implementation of Company Policies, including safety and environmental standards.
- i. Clean and maintain the pilot Station and equipment
- j. Undertake additional duties associated with any of the above systems and required at the Pilot Station.
- k. Attend any meetings/seminars as directed.
- l. Operate IT and other systems provided.
- m. Supervision of and compliance with SFPC operating procedures and policies

This is not an exhaustive list and other duties may be required for the full performance of the role.

Qualifications and Experience**Essential:**

- Proven and demonstrable marine experience
- Proven and demonstrable experience in handling small marine craft of circa 12m+
- A current valid EU Driving License
- Competency in I.T., including familiarity with MS Office.
- Demonstrable ability to work and supervise small teams of people.
- Must be able and willing to work 24/7 shift patterns to meet the needs of the business
- Must be physically fit to an ENG. 11 standard

Preferrable:

- Passenger boat license
- Excellent interpersonal skills
- Excellent communication skills
- Located within a 20 min drive from the current pilot boat station located at Cappagh pier, Kilrush, Co. Clare.