

Bembridge Harbour Authority



Seasonal Berthing Staff 2019

Hours of work, including weekends

Rota based shifts between 0800 and 2300 - part-time and full time positions available

Job Description:

Based at Bembridge Harbour Berthing Office, Duver Marina, The Duver, St Helens, Isle of Wight PO33 1YB

Bembridge Harbour operates 7 days a week and is run by a small inclusive team. There is an expectation of interchanging roles within the daily operation of the Harbour, and at times Bembridge Boat Storage, and staff must be willing to adapt to the job in hand. We pride ourselves on exceptional customer service, maintaining a friendly, efficient, professional approach at all times, and a willingness to "go the extra mile".

The priority of all Harbour Staff at all times is the safety of staff and Harbour users and the safe and efficient running of the Harbour. BHA is committed to compliance with the Port Marine Safety Code (PMSC) and operates a Safety Management System, the requirements of which all staff members must be familiar with.

Seasonal Berthing Staff members report to the Operations & Safety Manager and Senior Berthing Master.

Skills required:

- RYA Powerboat Level 2
- VHF Certificate
- 1st Aid qualification
- Practical knowledge of, and the ability to use, maintenance tools
- Competence in basic computer skills and knowledge of IT
- Team player with good social skills and professional pride

Primary Responsibilities (not an exhaustive list):

- General maintenance of Harbour site and property including power washing and repair of pontoons, buoy maintenance, and harbour vessel maintenance
- Assisting in the berthing of boats
- Collecting payments from customers
- Assisting with daily, weekly and monthly site safety inspections
- Operation of the Harbour Water Taxis
- Promotion of Harbour and BBS services, newsletters, events etc
- Attending regular staff meetings as required
- Attending relevant training and develop knowledge and skills as required

In-house training and relevant PPE provided

Dress code: BHA provides logoed polo shirts and sweatshirts which should be worn when on duty. Gilets and jackets are available. Staff to provide black, navy, white or cream plain trousers, or in hot weather plain shorts (knee length only) - no jeans or leggings. Suitable boat friendly footwear - no flipflops. A smile to be worn at all times!!

Trading/Registered Office: Bembridge Harbour Improvements Company Limited
Harbour Office, The Duver, St Helens, Isle of Wight PO33 1YB

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Company Registration No: 743063 VAT Registration No: 807 3152 50