

JOB DESCRIPTION

JOB TITLE: Harbour Patrol Officer
SERVICE LINE: Maritime Affairs and Harbour Master
REPORTS TO: Harbour Patrol Supervisor
DATE CREATED: 10 August, 2016
DATE MODIFIED: 28 February, 2017

JOB SUMMARY

The incumbent is responsible for all duties related to the security and navigation plan of the Port Authority of the Cayman Islands (PACI) and the International Ship and Port Facility Security (ISPS) code, including search and rescue and emergencies in and around the harbour.

ROLE & RESPONSIBILITIES

Operational

- Operates Harbour Patrol vessels, vehicles and related equipment to carry out assigned duties
- Monitors vessels in the harbour for suspicious activities
- Examines waterside of piers and facilities to ensure that they are in good repair and that there are no suspicious items attached, and reports any to the Port Facility Security Officer (PFSO)
- Monitors weather conditions and notifies vessels in the harbour of approaching adverse weather
- Maintains patrol logs for the Harbour Patrol vessels
- Inspects Harbour Patrol vessels regularly and checks fluids and equipment prior to use. Any faults are addressed immediately
- Cleans vessels as required after use
- Assists in pre/post natural disaster activities
- Undertakes any reasonable training that PACI may require, including includes training for current or new duties as well as the periodic reassessment of existing certifications
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a continual basis.
- Ensures compliance with various policies, procedures, Standard Operating Procedures (SOP), with recommendations for action and continuous improvement
- The incumbent may be required to perform other duties as directed by the Port Director, Harbour Patrol Supervisor (HPS) or designate

Communication

- Provides report to the HPS where required
- Attends briefings and drills as per ISPS requirements and maintain logs of such
- Liaise with PFSO concerning any area found in noncompliance with the security plan
- Investigates and prepares accident, suspicious circumstances and crime reports

QUALIFICATIONS & EXPERIENCE

- A high school graduate or possess a G.E.D. certificate
- A certified Scuba Diver or Rescue Diver
- Certified in CPR and First Aid

PREFERRED SKILLS

- Analytical, problem-solving, decision-making, interpersonal and customer service skills
- Ability to understand, learn and adhere to PACI policies and procedures, local laws and regulations, ISPS Code and Navigation
- A high level of maturity, professionalism and initiative
- Ability to operate, handle and navigate boats
- Ability to work with minimal supervision
- Effective verbal and written communication skills
- Ability to use Microsoft Office suite and learn various electronic programs

Personal Attributes

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

ASSIGNMENT & PLANNING OF WORK

The incumbent must have the initiative and drive to identify areas that require attention, and the ability to carry out duties as assigned by the Port Director, HPS or designate.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).

WORKING CONDITIONS

Environment

Work is performed primarily in an outdoor environment with some travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 7:00am – 4:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and is on call 24/7. May be required to travel (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in an maritime setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to dive to inspect, repair and install moorings and to verbally communicate to exchange information. May be required to operate equipment requiring frequent repetitive hand movement and fine coordination. Frequent climbing on/off equipment at various heights, up steps, or stationary ladder. Employee may need to work in confined locations and on uneven surfaces (e.g. ship decks). The employee is required to wear appropriate Personal Protection Equipment (PPE). The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

Vision

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.