

## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Coxswain/Stevedore

**TEAM:** Marine

**REPORTS TO:** Marine Team Leader

**GRADE:** 5

#### **JOB PURPOSE:**

1. To carry out all marine operations including ship to shore transfers of passengers, patients and cargo as well as conducting maritime refuelling, as part of the Marine Team.
2. The post holder will also be required to undertake a wide range of metal fabrication work and to support other Teams in the Operations Directorate when required to do so.
3. To carry out stevedore duties as a core function, this involves working a 12-hour shift and at times weekends.

#### **MAIN DUTIES:**

1. To operate Pontoon, Passenger Launch, Dinghy, Cranes, Forklifts, Articulated Lorries and other Plant used by the Marine Team during ship operations and at other times when required.
2. To carry out maintenance on all AIG Marine craft.
3. Carry out stevedore duties as a core function, which involves working a 12-hour shift and at times, weekends.
4. To carry out Arc Welding, Oxygen/Acetylene cutting, Sand Blasting and painting duties.
5. To carry out medical evacuations from ships.
6. To transfer passengers from ship to shore safely.
7. To receive and deal with passenger baggage and freight at groupage depot.
8. To load and unload containers.
9. To transport heavy equipment and heavy cargo.
10. To deliver cargo to all organisations.
11. To replace and maintain moorings.
12. To be familiar with man over board and VHF Radio operations.

13. To attend training courses on Trade Competency and development on matters relating to QHSE processes and procedures, as directed by the Team Leader.
14. To undertake any other related duties that may be required from time to time by the Team Leader.

### **RESPONSIBILITIES:**

1. Responsible for the safe operation of the Marine Team workboat and pontoons. Responsible for the safety of the crew and passengers when operating these machines.
2. Responsible for safely operating other equipment required to carry out duties such as cranes, forklifts and articulated lorries etc.
3. To comply with all relevant QHSE processes and procedures.
4. To attend any training course which AIG specify in the further development of the jobholders role.

### **PERSON SPECIFICATION:**

#### **Essential**

1. Must have extensive experience in Marine Operations and in operating Marine craft.
2. A clean and valid driver's license of Classes A, B, C, D and J (i.e.: motor cars, lorries, land rovers, crane and forklift)
3. Knowledge or ability to comply with workplace safety practices including manual handling procedures and Control of Substances Hazardous to Health.
4. Knowledge of First Aid practices or willingness to learn.
5. Time Management skills.
6. Effective Communication skills.
7. To be able to keep daily records of jobs undertaken.
8. Must be flexible to meet the needs of the Government.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.