**Head of Maintenance – Job Description**

Brightlingsea Harbour Commissioners (BHC), located on the East Coast approximately ten miles from Colchester, are seeking someone to lead and line manage Brightlingsea Harbour’s Maintenance Team as Head of Maintenance in undertaking all preventative and general maintenance tasks within the harbour, operate all harbour craft and attend any emergency and pollution incidents as directed by the Harbour Master and delegates.

As Head of Maintenance, you will lead and ensure the team members have the resources, guidance, training and support they need to perform the daily tasks and duties effectively across all commercial activities.

The role is incredibly varied and includes; the maintenance and inspection of leisure moorings, navigational aids (buoys and beacons), pontoons, quays, and buildings, as well as the operation and maintenance of various Harbour vessels. In addition, the organisation depends on the team to support any emergency and pollution response by Brightlingsea Harbour.

The Maintenance Team plays a critical role in keeping the harbour running safely, efficiently and supporting our required high levels of customer service through the provision of maintenance services.

**Responsibilities**

*Marine Asset Maintenance: To report to and deliver, as directed, the planned preventative maintenance schedule for Brightlingsea Harbour (BHC) which includes:*

Maintenance and inspection of 500 moorings in the harbour.

Maintenance and inspection of all navigational aids, such as buoys and beacons.

Annual and ongoing maintenance of BHC mooring vessel, workboats, and patrol vessel.

Maintenance of pontoons, quays, and buildings.

*Team Management:*

To line manage the Maintenance Team, a team of up to Three regular maintenance operatives, numerous casual staff and Subcontractors as required.

Provide day-to-day team support, offer guidance on project requirements and organisational policies.

Track progress of team members work and conduct performance evaluations and appraisals.

*Resource management:*

Ensuring that team members are allocated effectively across various activities and have the resources they need to complete their tasks.

Daily on-site tasking of team for general, mooring and planned maintenance.

Training and assessment of new and existing members of the team, as required.

As directed and working with the HM to plan and deliver internal marine projects, to time, quality and budgets set.

*Safety*: *Role is responsibility for MT compliance with the Port Marine Safety Code (PMSC), H&S and other regulations and legislation policies and procedures related to safety, security, environmental protection, and operational procedures. This includes:*

Safely crew and operate harbour vessels including land-based vehicles.

Ensure safe and compliant delivery of operations and procedures as per risk assessments.

**Main Duties**

Under the direction of the HM and Delegated staff:

Manage the maintenance and inspection of over 500 moorings, working against set criteria to check for damage and wear, and implementing necessary repairs to ensure safety and functionality

Manage the maintenance of all navigational aids, managing the inspection and maintenance of buoys, beacons, markers, and other aids to ensure they function correctly to maintain navigational safety.

Manage the regular maintenance, servicing, and repair of harbour vessels, such as the mooring vessel, workboats, and Pilot /patrol vessel.

Deliver the maintenance of harbour marine infrastructure, including pontoons, Jetty and buildings, planning and including routine inspections, repairs, and upgrades.

Ensure the safe and compliant operation of harbour vessels and land-based vehicles in your areas of responsibility, enforcing standard procedures, overseeing loading and unloading operations.

In emergencies or pollution response scenarios, assist as required, participating in drills, response efforts, and following procedures to manage incidents. Out-of-hours work to support ongoing operations or emergency responses may be required to ensure the continuous and safe functioning of harbour activities.

**Accountability**

As departmental head your direct report will be to the Chief Executive/Harbour Master, those with delegated authority will also direct operational responses.

The Maintenance team will report to you which will include temporary staff and subcontractors.

**Technical knowledge and experience requirements**

*Teamwork and Communication Skills:*

Proven track record in team leadership with the ability to communicate effectively.

Experience in managing and motivating a team to deliver tasking effectively.

Competence in coordinating a small team to deliver tasks to time, quality and budget, to ensure smooth and efficient operations.

Ability to recognise conflict and work with others on resolution, team building, and providing clear instructions and feedback to enhance team performance.

Strong written and verbal communication skills are essential for reporting, documentation, and liaising with the HM and other teams.

*PMSC:*

knowledge and understanding of the PMSC and the implications to the role.

*Seafaring Experience:*

Knowledge of nautical principles, including a comprehensive understanding of navigation, COLREGS, maritime regulations, and safety practices.

Water based marine competence, particularly in roles with responsibility on small vessels engaged in mooring maintenance or similar marine engineering operations.

Demonstrable expertise in managing various types of systems, including winches, lifting equipment, ropes, chain and associated equipment.

*Mechanical and Technical Skills:*

In-depth expertise in the operation, maintenance, and troubleshooting of marine and land-based equipment is required.

Possess advanced knowledge of hydraulic systems, Electric propulsion systems, engines, and other mechanical systems, with the ability to perform and oversee maintenance tasks.

Proficient in interpreting technical manuals, conducting diagnostics, and implementing preventive maintenance schedules to ensure optimal performance and longevity of equipment.

*Health and Fitness:*

Good physical health and fitness levels are important for working on the water and in harbour vessels, as the job involves manual labour at times and working in various weather conditions, year-round. Must have or be able to pass an ENG1 / ML5 medical.

*ITC Skills*:

Strong ITC skills are essential as you will be required to use multiple online management systems, write reports, input into databases. Good working knowledge and experience in Microsoft systems such as Word, Excel and Teams are essential.

**Staff management/ coaching role**

*Daily Operations:*

Manage the day-to-day activities of the maintenance team, ensuring tasks are completed efficiently and effectively.

*Performance Monitoring & Training and development:*

Tracking progress ,conduct performance evaluations and appraisals. To provide internal training and assessment for new team members in the MT and enhance their skills and performance.

*Ensuring Safety & Compliance:*

To ensure that you and the MT members adhere to company policies, procedures as well as all relevant laws and regulations. Particularly ensuring that health and safety standards and the requirements of the PMSC are maintained.

*Motivation and Morale:*

To keep team morale high by recognising achievements, providing support, and fostering a collaborative team environment.

*Providing Guidance and Support*:

To offer direct support to team members, providing instructions, answering questions, and solving work-related problems.

*Work Allocation:*

To assign tasks and responsibilities to team members, ensuring an even distribution of workload and that deadlines are met.

*Facilitating Communication:*

Acting as a liaison between the HM and team members, to ensure that information flows smoothly up and down the organisation.

*Conflict Resolution:*

To address and resolve conflicts within their team and elevate to HM as necessary, promoting a positive and productive work environment.

*Resource Management:*

To manage the resources allocated to the maintenance team, including materials, equipment, and time, to maximise efficiency.

*Record Keeping:*

To maintain records of all maintenance tasks, emergency drills and stock levels.

**Budget control and spending authority**

Company Card with limit and must comply with Procurement Policy.

*Budget responsibilities:*

As directed by the HM and working with delegated authorities, procurement of all maintenance tooling, hardware and PPE. Active assistance in Budget planning.

**Health and Safety Responsibilities**

The Health and Safety at Work etc Act 1974 is the primary piece of legislation and compliance with the Port and Marine facilities Safety Code covering occupational health and safety in Great Britain. It sets out the general duties which:

Employers have towards employees and members of the public.

Employees have to themselves and to each other.

Examples of your H&S responsibilities are below. Note this is not an exhaustive list:

Assist in Risk Assessment/Procedure/Method Statement reviews.

Report any accidents, incidents and near misses.

Take great care for the health and safety of yourself and others, including the public.

Co-operate with Brightlingsea Harbour to enable all H&S legal and other obligations are met.

Act as first aider, especially when afloat.

**Harbours Strategic objectives.**

In addition, all employees have a role to play in the delivery of our strategic objectives, which are:

1.Work to ensure sufficient water depth for harbour users and visitors.

2.Work to safeguard the harbour environment.

3.Maintain our compliance with the Port Marine Safety Code.

4.Sustainably operate the Harbour for the benefit of our Stakeholders - both current and future.

5.Continue to provide services and facilities for the benefit of harbour users and visitors.

6. Engaging with stakeholders to inform and involve them in their harbour.

**Qualifications**

*Essential*

Must have or be able to pass an ENG1 / ML5 medical.

A Recognised Health and Safety qualification or a willingness to get one.

Qualifications in Marine Engineering or other relevant experience.

Approved engine course.

Boat handling certificate ideally commercially endorsed.

Petrol outboard and marine diesel engine maintenance and servicing skills.

Full UK driving licence.

First Aid at Work.

Marine VHF certificate.

Legal right to work in the UK.

*Desirable*

Workshop machinery skills, Lifting & Slinging, Power tools, Abrasive wheels, welding.

Marine 12 Volt system qualification or experience.

Well versed in equipment care process.

Forklift/Plant operator.

**Working Hours and Environment**

The working hours are 40 hours per week, Monday to Friday, however, there may be a requirement to work some weekends during the year, depending on business requirements.

**Benefits for you**

£40-45,000 dependent on Qualifications, experience and certifications.

29.5 days’ annual leave (including bank holidays)

Contributory pension scheme.

On-the-job and other development and training.

Friendly and dynamic team working environment.

Free car parking.

**Application Process**

Applications with a covering letter and CV should be sent to;

[hm@brightlingseaharbour.org](mailto:hm@brightlingseaharbour.org)

Or

Harbour Master,

Harbour office,

4 Copperas Rd,

Brightlingsea,

CO70AP.

Oct 13th closing date for applications.

Interviews -

* Initial online interview.
* One Day trial consisting of a skills assessment on engine fault diagnosis, budget management, maintenance planning and ICT skills.