



Job Description

Organization:	Anguilla Air and Sea Ports Authority
Job Title	Piers and Harbour Master – Blowing Point Port
Objective	<p>The Piers and Harbour Master Must:</p> <p>Ensure activities of the Port are in compliance with local, regional and international maritime legislation.</p> <p>Ensure the proper berthing and docking of all vessels to the pier, mooring, or any other location in the harbour.</p> <p>Ensure that all the relevant fees are invoiced and collected for any services rendered at the port facility.</p> <p>Ensure all equipment and machinery of the Port are serviceable.</p> <p>Ensure all navigational aids are serviceable.</p> <p>Ensure timely and professional communication with local, regional and international stakeholders.</p> <p>Ensure all Port staff are meeting their job descriptions and functions.</p> <p>Ensure vessels are compliant to all legislation.</p>
Accountable to	The Piers and Harbour Master reports to the Port Manager at the port of location – Blowing Point Ferry Port.
Responsible for	<p>Reporting to the Piers and Harbour Master are;</p> <ul style="list-style-type: none"> • Radio Controllers • Dock Attendants • Pilots • Port Officers • Port attendants - Custodians
Working relationships	<ul style="list-style-type: none"> • Liaise Port Security, Facilities Manager and Maintenance Personnel, • Liaise with Customs, Immigration and other

	<p>Agencies working in the Port Facility</p> <ul style="list-style-type: none"> • Liaise with vessel owners, captains and operators and agents • Liaise with taxi drivers, car rentals, vendors and other stakeholders at the Port • Liaise with the Ministry with responsibility for Ports to ensure vessel information is compliant and current • Liaise with regional port authorities
<p>Key result areas</p>	<p>The Piers and Harbour Master will:</p> <p>Supervise the use of all piers and harbours, including the control of approaches, movements, berthing and mooring of vessels, embarking and disembarking of passengers, refuelling and maintenance of vessels.</p> <p>Ensure that all vessels adhere to the stipulated speed limits on approaching or leaving the harbour.</p> <p>Participate in the development and implementation of rules and regulations to guide the berthing, mooring and scheduling of vessels.</p> <p>Participate in the organization and enforcement of the rotation of Ferries and other Vessels using the Piers.</p> <p>Ensure the safety of all passengers and crew on all vessels during embarking and disembarking at the pier.</p> <p>Ensure that port users are invoiced and fees collected for all Maintenance and other Services.</p> <p>Check for oil and other spillage in the harbour and reporting all incidents and record them on the appropriate forms</p> <p>Prepare weekly and monthly records as required by the Port Manager.</p> <p>Report all damages done to any part of the Port facilities on the sea side.</p>

	<p>Coordinate all port activities with Security Officers when necessary.</p> <p>Conduct any other reasonable duties as assigned by the Port Manager or as directly related to the effective operations of the piers and harbours</p>
Key Reports	<p>Damage Reports Incident Reports Overtime, Fuel and Water sales reports Statistical reports – vessel and passenger movements, and other related activities Invoicing reports – billings, collections, etc</p>
Key Authorities	<ul style="list-style-type: none"> • <i>Direct vessels</i> • <i>Issue Invoices</i> • <i>Ensure timely collection of invoices</i> • <i>Keep accurate and relevant records for periodic review</i> • <i>Investigate Incidents</i> • <i>Provide recommendations of all port activities</i>
Core skills	<p>Piers and Harbour Master:</p> <ol style="list-style-type: none"> 1. Must have a sound and thorough knowledge of international and local pier and harbour legislation, procedures, standards and recommended practices and their applications, must have good communicative, computer and interpersonal skills. <ol style="list-style-type: none"> a. Must have sound and thorough knowledge of AASPA’s legislation that govern port activities. 2. Must have great leadership qualities that motivate others. 3. Must have great written and oral skills to command and influence positive behavior. 4. Must have a dynamic personality to easily and effectively communicate with various stakeholders.

Qualifications, Experience and Training	<p>The requisite knowledge and skills for the PHM are:</p> <ol style="list-style-type: none"><li data-bbox="581 233 1455 384">1. Certificate of completion from any port, organization or training program for Maritime and or Seamanship together with at least two years experience in a similar or related job.<li data-bbox="581 428 1455 537">2. Passes in at least 4 CXC subjects including English A – Passes in Mathematics and or Information Technology would be a plus.<li data-bbox="581 581 1455 690">3. Ability to demonstrate (written submissions acceptable) knowledge of general maritime activities - passenger or cargo.
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