

Port of London Authority

Job Description

1. JOB DETAILS

DEPARTMENT

Job Title: Pilot Cutter Deckhand

Reports To:

Grade: 11

Date: 01 March 2022

2 JOB PURPOSE

The role primarily provides direct support and contribution to the pilotage service by transferring pilots safely and promptly to and from ships underway, at anchor or alongside berths thereby enabling the Port of London Authority (PLA) to meet its statutory obligations and duties.

To act as crew on the PLA pilot cutter craft (or other craft working in that role) providing professional seamanship support to the Pilot Cutter Master in both the operation of the pilot cutter and the safe transfer of pilots and passengers.

3 JOB DIMENSIONS

Financial

Departmental:

Managed budget £2.7 million

PLA turnover (contributory):

£58 million

Staff Responsibilities

Direct – nil

Indirect – nil

4 ORGANISATION CHART ATTACHED

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Ideally a marine background is preferred, with demonstrable relevant experience

The job holder will be required to undertake ongoing training in order to keep knowledge, skills and understanding relevant and up to date.

Have a good knowledge of the pilot boarding and landing code, the correct rigging of a pilot ladder and transfer of personnel from or to craft and have practical experience of laying alongside ships on a tidal river.

Personal Attributes

Able to work on own initiative or as part of a team.

Role requires ML5 medical standard as there is frequent manual handling and work in varied environments.

Able to give and receive simple information and instructions.

Good inter-personal skills, able to communicate effectively.

Able to understand and adhere to the PLA Health and Safety policy including the wearing of protective clothing and other safety equipment.

Able to behave in a polite and professional way with stakeholders, contractors, third parties and the general public.

Able to use own initiative and have the ability to independently work under pressure and time constraints.

General Education

A good standard of literacy and numeracy with a minimum of GCSE Maths and English.

A working knowledge of MS Office software and Unit 4 Business World would be useful.

Safety

Required to understand basic health and safety issues, be responsible for themselves and other crew members and to be aware of industry related codes of practices and regulations.

Must be able to demonstrate awareness of potential dangers and hazards within a varied and changeable work environment.

Must be aware of PLA working procedures and risk assessments.

Navigation

Job holder must be capable of assisting the master in the event of an emergency (as per MCA workboat regulations).

The Pilot Cutter Deckhand is not expected to take control of the launch but must demonstrate basic navigational awareness with good local knowledge of pilotage berths and boarding positions, basic knowledge of PLA rules and regulations, a broad knowledge of river geography and a basic understanding of port activities.

Skills

Be able to demonstrate core competencies in seamanship and in a variety of work related tasks applicable to the operation of a pilot boat and to be competent in a variety of work related tasks whilst working afloat or ashore.

Skills to include: the operation of manual hand tools; safe slinging of lifts; rope and wire handling including winch and capstan operations; davit operations specific to craft (in particular MOB recovery systems); operation of oil pollution gear; jet washing of craft; bunkering operations; simple engine checks and basic engineering knowledge applicable to the pilot cutter and other craft used in that role.

Training - See Appendix.

A training matrix detailing the training courses and the minimum qualifications required for each role is given in the accompanying appendix.

The matrix is divided into four topics – Safety, Navigation, and Plant & Equipment and Technical & Role Specific. The first three have an incremental scale and range from 1-6 (1 being the lowest).

Safety 1. Standard / 2. Intermediate / 3. Advanced

Navigation 1. Basic / 2. Standard / 3. Intermediate / 4. Advanced / 5. Advanced Plus / 6. Specialist

Plant & Equip. 1. Basic / 2. Standard / 3. Advanced / 4. Specialist

Technical & Role Specific – This section details training specific to a particular role. The scale is not incremental and the various roles may have more than one reference within the matrix.

Pilot Cutter Deckhands are required to meet the following training requirements:

Safety	S.1
Navigation	N.1
Plant & Equipment	PE.1
Technical and Role Specific	N/A

6 KEY ACCOUNTABILITIES

Undertake all normal deck operations on a variety of craft used for the transfer of PLA pilots and other passengers.

The Pilot Cutter Deckhand's duties shall include but not be limited to:

- Undertake regular maintenance and safety checks on hull, deck, engine room and life saving appliance to ensure that the safety and operational efficiency of the vessel is of a high standard
- Maintain a safe and clean working environment onboard the craft
- Ensure that when alongside river berths and pontoons, the vessel is safely and securely moored in order to safeguard the vessel and the safe transfer of pilots/passenger and crew to and from the craft
- Comply with PLA Health & Safety Policy and job specific health & safety requirements, particularly with regard to the wearing of protective clothing and other safety personal protective equipment, including lifejackets by crew and passengers
- Ensure that the pilot cutter vessel is fully operational throughout the watch period in order to quickly respond to both operational and emergency situations
- To support the transfer of pilots and passengers to and from ships and berths, ensuring that at all times such operations are safe and conducted appropriately
- To assess positioning and access of the pilot ladder and make final decision on

whether it is safe for pilot to embark or disembark

- Use radar, Polaris and AIS equipment in combination with VHF to establish effective communications with both the Port Control Centre and ships in order to achieve safe boarding and landing of pilots
- To conduct a safety briefing to passengers prior to boarding the pilot cutter and continuation training of Pilots in the operations of the man over board equipment
- To take part in bunkering duties and ensure all necessary precautions are taken to prevent oil pollution
- Maintain the appropriate level of stores inventory in order to ensure the pilot cutter is kept fully operational
- Assist in towing and mooring craft including barges, pontoons and privately owned motor boats and yachts that may be derelict or in distress
- To assist in the training of and development of new deckhands aboard the craft. Any such training will be conducted under instruction from the master
- To conduct a safety briefing for passengers prior to boarding the craft
- Participate in regular emergency exercises and other training events to ensure good individual levels of knowledge, experience and training
- The performance of extra duties when required e.g. operating out of normal working area for purposes of crew and pilot training and working extra duties to ensure that the pilot cutter is at all times manned to MCA Pilot Boat regulation standards by a competent crew 365x24 hours.
To maintain awareness of weather forecasts and tidal conditions during the duty period and make suitable preparation for operation in adverse weather conditions (especially foul weather and freezing temperatures)
- Assist with general duties at the Denton shoreside facility including maintenance of PLA craft & buoys,
- Delivery driving and general maintenance duties
- Loading and unloading various craft cargo and stores (both PLA and 3rd party)
- Assisting various departments in day to day activities including all support services, harbour services and corporate affairs

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

It is essential to establish a good working relationship with colleagues.

Basic common courtesy and interaction with co-workers is required. The post holder will need to be able to give and receive simple information and instructions and maintain an awareness of related activities.

Good communication and a helpful attitude is required when dealing with members of the public or when representing the PLA.

8 DECISION MAKING AUTHORITY

Limited to immediate area of operations.

To instruct and provide positive guidance to pilots and passengers in order to ensure safe operations.

Intervene when necessary to prevent an unsafe act.

9 REPORT PREPARATION

Provide a clear and factual record of work carried out in log book format.

Provide verbal or written reports of work undertaken or post incident as and when required.

10 HEALTH & SAFETY

All staff are responsible for complying with rules and regulations governing employment by the PLA and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.

You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or incident. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is know as “with cause” drug or alcohol testing.

Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By _____ Date _____

Authorised By _____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____