



## SOLOMON & COMPANY (ST HELENA) PLC

### JOB DESCRIPTION

<b>DEPARTMENT:</b>	Lighterage
<b>POST:</b>	Operations Supervisor (Designate)
<b>RESPONSIBLE TO:</b>	Shipping & Travel Manager
<b>JOB PURPOSE:</b>	To manage the day to day operations of the Lighterage Department and cargo handling operations of the MV Helena.

#### JOB OUTLINE:

- To ensure the maintenance and repairs of all marine assets and moorings and to update maintenance schedules accordingly.
- To manage cargo handling operations for the MV Helena, ensuring a detailed record is kept of all cargo transferred from ship to shore.
- To assist with the engaging of stevedores for MV Helena operations.
- To ensure the despatch of PPE for stevedores and Lighterage personnel.
- To supervise the cargo tallying process and ensure the relevant paperwork is provided for every ship call.
- To ensure the relevant checks are undertaken on cargo handling equipment and PPE and the updating of their registers accordingly.
- To ensure the relevant checks are undertaken on First Aid and Fire and safety equipment on the Wharf.
- To supervise the packing/crating/collection/delivery service of personal effects ensuring safe and careful transportation and handling.
- To ensure that all cargo lifting equipment where necessary is sent overseas for the required testing and certification.
- To arrange through the BFI the procurement of fuel for marine assets and sale to the Fishermen and other marine craft.
- To ensure the safe handling and storage of fuel on the wharf as well as in the Jamestown harbour.
- To generate invoices using Sage software for the sale of any products and services.
- To produce staff time sheets on a weekly basis for Lighterage personnel and MV Helena stevedores.
- To undertake cash handling for the general public and fishermen for the sale of fuel and other products and services.

- To ensure a high level of Health and Safety standards are maintained by compiling standard operating procedures, undertaking risk assessments, undertaking health and safety checklists and where necessary, providing prompt Incident and Accident reporting.
- To ensure the safe operation of any maintenance/hot works on the wharf and to communicate effectively with the public and other stake holders.
- To maintain and order Lighterage stock for the purpose of the dept and public sales.
- To produce monthly reports of Stock Valuation, public Job and issues using Sage Software

**Key Responsibilities:**

- To lead and develop a team.
- To effectively communicate verbally and in writing.
- To apply good problem solving and conflict resolution skills.
- To organise and delegate work.
- To coach and develop staff members.
- Ensure BOU resources are adequate.
- To ensure all health and safety procedures are adhered to and quality standards are met and undertake risk management exercises as required.
- Supervise the use of machinery and equipment.
- Collation and analysis of data ensuring reports are submitted to Management.

**Special conditions:-**

- Out of hours work as required.
- Required to work outside in unfavourable weather conditions on occasions.
- To have knowledge in aspects of maintenance and repair of marine assets.
- Proficient in use of Microsoft Office programmes and computerised stock systems.
- Responsibility for cash handling.

**Person Specification:**

- Positive work ethic and leads by example.
- 2 years' experience in a supervisory role, with strong interpersonal and organisational skills and the ability to lead and develop a team.
- Knowledge of health and safety guidelines whilst holding health and safety standards in high regard and ensuring safety within workplace at all times.
- Adaptable and receptive to adjust to change.
- Self-motivated and able to mentor staff members.
- Able to take on a high degree of responsibility.
- Able to remain calm under pressure and deal effectively with conflict.
- Highly vigilant with a high degree of accuracy and attention to detail.