



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Coxswain/Marine Mechanic
TEAM:	Marine Team
REPORTS TO:	Marine Team Leader
JOB PURPOSE:	To carry out Coxswain duties and also undertake maintenance and repairs to all marine engines and outboard motors including sea rescue craft engines for AIG and its service users.

MAIN DUTIES:

1. To undertake all aspects of marine engine maintenance (including all outboard motors and repairs) and Sea Rescue craft. This to include carrying out servicing and repairs to marine craft & engines, including breakdowns at sea (including the use of arc welding, mig welding and oxygen / acetylene welding and cutting).
2. Carry out marine craft electrical fault-finding, including the use of diagnostic testing equipment.
3. To implement a service / maintenance schedule for all marine craft engines and outboard motors.
4. Attend marine craft engine training / diagnostic training on outboard motors.
5. Check all machinery/equipment before use and report any faults to the Team Leader immediately.
6. Carry out corrosion control to pontoon engine enclosures when required.
7. Undertake other Coxswain/Stevedore duties as required by the Marine Team Leader-
8. 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.
9. To carry out medical evacuations from ships and to transfer passengers from ship to shore safely and to receive and deal with passenger baggage and freight at groupage depot.

10. To load and unload containers, including transporting heavy equipment and delivering cargo to all organisations.
11. To replace and maintain moorings.
12. To be familiar with man over board and VHF Radio operations.

RESPONSIBILITIES:

- Health and safety – to share in the corporate responsibility for the safety of staff and visitors to the office/work environment.
- Responsible for workboat and pontoon crews and passengers when operating these machines.
- Responsible for any other marine equipment i.e. Cranes, Forklifts, Articulated Lorries, etc when operating same (tools of trade).
- To provide an out of hours on-call service in line with the On-call Roster.
- Continuous development – responsible for your own Continuing Professional Development (CPD) and to attend any training that AIG might arrange for your current or future development in your role.
- Use of vehicles - to ensure that any usage of AIG vehicles is compliant with the vehicle usage policy, including reducing unnecessary journeys and maximising vehicle sharing where possible.
- Customer Service – to provide high standards of customer service when dealing with members of the public or external organisations.
- Mentoring – to mentor and train nominated members of the Motor Transport and/or Marine Teams in the maintenance of marine engines.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

1. Minimum of three years' experience as a mechanic, working with marine engines and outboard motors.
2. Sound practical knowledge of mechanical diesel and petrol engines, including marine and outboard engines.
3. Must have or be willing to work towards NVQ Level 3 Mechanics, or certified competent by experience from working as a mechanic on marine and outboard engines.
4. Must have experience in Marine Operations in particular in relation to operating Marine craft including Passenger launch.
5. A clean and valid driver's license of Classes A to J4.
6. Working knowledge of health and safety in the workplace, particularly within a mechanical workshop.

7. Ability to build and maintain effective working relationships and communication with colleagues, managers and customers.

Desirable

1. Previous experience of being a member of a sea rescue service.
2. Experience in maintaining and repairing marine craft hulls and superstructure.
3. Fitting and turning skills.

This Job Description indicates 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.

Updated: April 2023