



JOB DESCRIPTION

JOB TITLE: Harbour Patrol Officer
SERVICE LINE: Security
REPORTS TO: Harbour Patrol Supervisor
DATE CREATED: August 10, 2016
DATE MODIFIED: March 08, 2024

JOB SUMMARY

The Harbour Patrol Officer (“HP Officer”) is responsible for the performance of all duties relative to the security plan of the Port Authority of the Cayman Islands (“PACI”) and the International Ship and Port Facility Security (“ISPS”) code, the Port Law & Regulations, the IMO requirements including search and rescue and emergencies in and around the Harbour.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties and Responsibilities

- Provides reports to the Harbour Patrol Supervisor where required.
- Operates Harbour Patrol vessels, vehicles and related equipment to carry out assigned duties.
- Monitors vessels in the harbour for suspicious activities.
- Checks waterside of piers and facilities to ensure the pier is in good repair and that there are no suspicious items attached. Report any to their manager, supervisor and Port Facility Security Officer “PFSO”.
- Checks, dives, inspects, repairs, replaces, installs and maintains all navigational aids, channel markers, swim markers and vessel moorings around the islands.
- Provides the supervisor with details of work carried out for each channel and mooring, indicating defects, repairs and inspections.
- Assist with oil spill response around the dock and harbour.
- Monitors weather conditions and warns vessels in the harbour of approaching adverse weather.
- Maintains patrol logs for the Harbour Patrol vessels.
- Inspects Harbour Patrol vessels regularly and check fluids and equipment prior to use. Address faults immediately.
- Cleans Harbour Patrol vessels as required after use.
- Assists in any area and task necessary for pre/post potential natural disaster.
- If not required for these duties during any time you are on pay, you may be required to carry out any other work within your capability. This includes general laboring tasks where minimal instruction is required.
- Undertakes any reasonable training that the organization may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis.
- Ensures compliance to all policies, procedures, Standard Operating Procedures (“SOPs”), with recommendations for action and continuous improvement.

Communications

- Attends briefings and drills as per ISPS requirements and maintain logs of such.
- Liaise with Port Facility Security Officer (PFSO) concerning any area found in noncompliance with the security plan.
- Investigates and prepares accident, suspicious circumstances and crime reports.



KNOWLEDGE, SKILLS & ABILITIES

Knowledge

The incumbent should exhibit the following:

- Basic understanding of Local Laws, ISPS Code and Navigation.
- Basic knowledge of boat navigation and handling skills.

Skills

The incumbent must demonstrate a high level of the following:

- Works with minimal supervision.
- Effective verbal, written, presentation and listening skills.
- Provides a high level of customer service to the public and staff through various communication means.
- Makes sound, independent decisions within established policy and procedural guidelines.
- Quickly learn various computer programs.
- Handles difficult customer situations.
- Makes timely decisions and demonstrate strong problem-solving skills.

Personal Attributes

The incumbent must demonstrate the following:

- Friendly, honest, punctual, reliable, pleasant and willing to help where necessary.
- Able to get along with people from different levels within the organization.
- Courteous and conduct oneself in a professional manner at all times.
- Detailed oriented, discrete, diligent and dependable.
- Self-starter and able to use sound judgement.

QUALIFICATIONS & EXPERIENCE

- Must be, at minimum, a high school graduate.
- A certified Scuba Diver or Rescue Diver preferred.
- Certified in CPR and First Aid preferred.
- Be skilled at operating water borne vessels or be willing to be trained to appropriate level to perform duties.
- Ability to perform basic repairs to navigational aids, channel markers, swim markers and vessel moorings.
- Have experience and awareness of basic security operations or be willing to be trained to fulfil the requirements of the role.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).

WORKING CONDITIONS

Environment

Work is performed primarily in an outdoor environment with some travel to different sites. This is a full-time position. Standard days and hours of work are up to 40 hours per week as rostered. The incumbent may be required to work extended hours including evenings, weekends and public holidays and is on call 24/7. May be required to travel (primarily to the Sister Islands, the Caribbean and North America).



Physical

Primary functions require sufficient physical ability and mobility to work in an maritime setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to dive to inspect, repair and install moorings and to verbally communicate to exchange information. May be required to operate equipment requiring frequent repetitive hand movement and fine coordination. Frequent climbing on/off equipment at various heights, up steps, or stationary ladder. Employee may need to work in confined locations and on uneven surfaces (e.g. ship decks). The employee is required to wear appropriate Personal Protection Equipment (“PPE”). The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

Vision

Seeing in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hearing in the normal audio range with or without correction is required. Frequent use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with co-workers, monitor equipment performance, and give/receive instructions.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.

AGREED BY:

Jobholder (CAPITALS): _____

Signature: _____

Date: _____

Supervisor/Manager: _____

Date: _____

Dept. Head: _____

Date: _____