

# Port Services

## Deputy Commercial Port Engineering Manager

**Ref no:**

**Salary: Band 11 £35,430 - £38,961 (including allowances £37,200 - £40,744 pa)**

**Hours per week: 37**

### The Service

The city council controls all its maritime activities through the Port Service. Portsmouth International Port comprises the Continental Ferry Port (CFP), Flathouse and Albert Johnson Quays and the Camber.

### What is the role?

To organise and manage all workshop and on-site activities for the Technical Services Group (TSG) who are a team of nine Mechanical and Electrical Fitters (based at the Continental Ferry Port); and also a team of five fitters and one maintenance engineer based at Flathouse / Albert Johnson Quay (MMD). To be responsible, as part of the Management Team for the maintenance, repair and refurbishment of all equipment associated with a RO-RO port operation. To deputise for the Commercial Port Engineering Manager (CPEM) and provide cover for this and other similar posts at Port sites as appropriate.

You will:

- Organise a daily work programme for TSG
- Organise the call out roster ensuring that cover is provided at all times
- Organise the flow of equipment requiring repairs through the workshop
- Advise the CPEM of equipment status and any necessary replacements / refurbishments
- Order resources commensurate with the post's financial limitations and in compliance with Standing Orders
- Assist the CPEM with the preparation of annual estimates for repairs and maintenance activities at the CFP. Provide estimates for recoverable works.
- Assist the CPEM in the running of the Maintenance Management System (MMS)
- Organise the collection and disposal of waste materials compliant with current statutory regulations.
- Implement the necessary Health & Safety directives commensurate with all workshop activities.
- Keep the calibrated equipment within certification. Maintain the lifting gear log and keep the lifting gear tag system updated.
- Manage the human resources requirements for the TSG team eg. recruitment, annual appraisals, absence management, training needs etc. Authorise annual leave requests and overtime payments etc. Assist the CPEM by providing training for Port Personnel. Assist in personnel matters for the technical management team at MMD
- Provide additional management input to the technical management team at MMD, including the introduction of a planned maintenance system similar to that used at the CFP
- To act as a mentor to the MMD Technical Manager

### Who is the person?

You will have:

- an ONC in Electrical Engineering (or equivalent) or level of experience and knowledge to be able to fulfil the requirement of the post.
- knowledge of production and interpretation of mechanical, electrical and fabrication drawings.
- experience of operational staff management, allocation of work, annual reviews, identification of training requirements and interview techniques.
- experience of stock control, plus procurement of material and equipment.
- experience of producing risk assessments for equipment and staff, COSHH assessments, Health and Safety of workshop staff and equipment, statutory equipment checks for workshop cranes, cherry pickers etc.

- experience of calibration of workshop equipment, organisation of lifting gear store plus periodic inspections , planned maintenance schedules and associated reports, preparation of annual revenue estimates/budgetary control.
- manual handling techniques, be able to work at heights and in a confined space.
- Knowledge of planning lifting operations for mobile cranes would be advantageous, although training will be provided for the successful candidate.
- Good communication skills, be computer literate including the input and retrieval of information.
- Able to work outside of business hours if required. Provide emergency cover in the call out roster if necessary, for which time off in lieu will be given.

**How to apply**

**There is NO application form, we will shortlist for interview / assessment based on the information you provide, so:**

**Send us your details including:**

- **Why you are the right person for this job – Remember to demonstrate why you are suitable against each of the points described in ‘who is the person’ above. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had. If you are submitting a C.V. please ensure it is tailored to meet this requirement and fully answer all the questions.**
- **Your full work history, explaining any gaps. Including employers name, address, dates from and to and reasons for leaving. The post you are applying for**
- **How we can contact you – by telephone and email**
- **If applying as a secondment will need permission from your current line manager releasing you for this secondment**
- **Please provide details for us to obtain two references. If you are currently working we will need a reference from your current employer and previous employer. If you are not currently working, we will need references from your two most recent employers.**
- **Where you saw the position advertised**
- **Our process can include assessments / testing and interview, Should you be shortlisted we will, in the first instance, contact you by phone to inform you of the next stage, we will at that point discuss with you if there are any disabilities or conditions we need to be aware of.**
- **If we are unable to contact you by phone we will then use a supplied email address or home address in that order.**
- **Please also complete the recruitment information form**
- **Please ensure that you include in your application (either by cutting and pasting or copying) the following statement.**

**Disclosure of relationships please delete as applicable**

- i) I certify to the best of my knowledge and belief, I am not related to, or in a relationship with, any Councillor, or employee of Portsmouth City Council**
- ii) I declare that I am related to, or in a relationship with, the following Councillor or employee of Portsmouth City Council.**

**Name..... Position..... Relationship.....**

**Name..... Position..... Relationship.....**

**Signed..... Date.....**

- **Closing Date: Noon 10 February 2012**
  - **Interviews to be held on 5 March 2012**
  - **email to [recruitment@portsmouthcc.gov.uk](mailto:recruitment@portsmouthcc.gov.uk)**
  - **post to Recruitment, Portsmouth City Council, Floor 1, Core 5, Civic Offices, Guildhall Square, Portsmouth, PO1 2EP.**
- Or, if you have any queries, please contact us on 023 9268 8536**

**The information you provide will be used for the recruitment of this post only and will be stored for 12 months.**

**Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed to the post**

**Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit UK Border Agency website.**