



ADUR & WORTHING
COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Communities
Section:	Environmental Services – Parks and Foreshore
Post Title:	Seasonal Foreshore and Safety Boat Operative
Post Number:	SDFO 0142/3/4/5
Accountable to:	Senior Foreshore Inspector or Duty Inspector
Management responsibility for:	N/A
Authority to liaise with:	Foreshore team, members of the public using foreshore (including Pier), Beach and Inshore waters, Maritime and Coastguard Agency, Royal National Lifeboat Institute, Ambulance Services, Police, Fire Service, Yacht Club, Rowing Club and Concession holders.
Meetings attended on a regular basis:	Beach Office working team meeting
Work style	Flexible

Principal purpose of job (role summary)

To provide a shore & safety boat patrol service along a 10.4 miles area of operations

Main duties, tasks and responsibilities of post holder

1. To carry out regular patrols in the Council's safety boats, All Terrain Vehicle's and on foot.
2. To assist and advise operators of small craft and the general public in all circumstances relating to water and foreshore safety.
3. To enforce the bylaws relating to seaside pleasure boats, foreshore, pier and dog restricted area, and all PSPO's and bye-laws in force at the time.
4. To be able to carry out maintenance checks of and to operate safely the Council's All-Terrain Vehicles (ATV) on the beach and promenade only, or

where directed by management for specific reasons.

5. To operate the hydraulic winch and Tractor in a safe manner for the launching / recovery of the safety vessels, or when directed by the foreshore management team.
6. To be able to operate the VHF radio equipment installed in the safety boats and ATV's within the parameters of the OFCOM licence.
7. To assist in the re positioning of the markers buoys and sinkers when required.
8. To be able to offer appropriate and competent First Aid treatment to members of the public and staff if and when required.
9. Adhere to standing instructions for safely operating the vessels and vehicles (copy will be given to read and sign on appointment).
10. To carry out any tasks or instructions reasonably requested or directed by the foreshore management team.
11. To wear uniform and Personal Protective Equipment (PPE) provided at all times whilst on duty and present yourself, clean, tidy and presentable at all times when employed by WBC.
12. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
13. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
14. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
15. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.