



Job Description

Name:

Date Joined:

Date Appointed to this Position:

Company Vision: To be the benchmark within our industry for ease of access and hassle-free experience, innovation and best practice". Achieving this through a happy team, happy customers, happy suppliers and a happy company.

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Job Title: Repairs, Maintenance and Equipment Manager

Location: Trafalgar Wharf

Reports to: General Manager

Job Description prepared by: Colin Richardson

Dated: March 2022

Job Description agreed by: Jonny Boys

Dated: March 2022

JOB PURPOSE:

The Repairs, Maintenance and Equipment Manager is a hands-on role that sits within the operational team that are responsible for the efficient and safe running of this 7 day a week Dry Stack Operation at Trafalgar Wharf. A team player who can carry out all tasks on site relating to boat lifts and Dry Stack operations but also has defined responsibilities relating to on site management and maintenance of machinery and the management of ad hoc R & M issues around site. They will play an integral role in ensuring that site standards are maintained to the highest levels.

Onsite machinery maintenance will typically relate to the tracking of records and licenses and the management of the equipment, ongoing maintenance and inspections. Their job is to follow manufacturer's guidelines for the safe running and compliance of all our machinery on site. This role also ensures that ad hoc site wide R & M issues are identified, reviewed with proposals for rectifying in a cost effective, efficient manner.

Ideally with basic mechanical servicing and DIY knowledge for working on buildings and large machinery or other lifting equipment such as Fork Lifts and Telehandlers.

PRIME TASKS AND RESPONSIBILITIES:

We're a friendly bunch here at Trafalgar Wharf and we're looking for someone who can actively meet and greet everyone with a smile and "hello" in and around the site, to listen to their comments and actively respond to give the highest standards of service.

Can form long term relationships with suppliers and contractors, taking an active interest in what they do and ensuring that activities are completed to the highest standards.

Can problem solve, seek alternatives and propose solutions. Get it right first time, ensuring a quality outcome.

Has a 'Can do' attitude and is positive in nature.

Can coach and develop colleagues to take a vested interest in machinery management and maintenance.

To assist the General Manager or Duty Manager in the following tasks:

To assist in the implementation and maintenance of the Company's Health and Safety Policy and procedures and ensure that all contractors, tenants and visitors adhere to it.

To be fully conversant with all fire/emergency procedures.

To be fully conversant with the operation and maintenance of all equipment as laid out in the relevant manuals. To ensure the daily, weekly, monthly and annual checks and servicing are carried out correctly and on time on all of the machinery. To ensure they are correctly signed off and that all faults are reported and rectified in a timely manner.

Actively seeks out opportunities to improve our processes, to become more efficient and to coach the rest of the team in best practise relating to safety, machinery management and the general understanding of the machinery.

To develop and maintain detailed knowledge of equipment parts and procedures when doing repairs. To assist contractors when working on equipment.

To train all staff on the correct use of machinery, safe lifting and pre-use check process. Responsible for organising and planning of any external training required for staff.

When tasks require additional staff members, to manage and supervise these staff.

To ensure machinery is ready for inspection on the agreed inspection dates.

To carry out six monthly and annual equipment and lifting gear safety inspections with an external contractor and to maintain up to date safety certificates.

To inspect and maintain lifting tackle including MEWP harnesses, all slings and shackles and hardhats, reporting any defects to the General Manager and removing anything condemned so as not to be used anymore.

To ensure the safety and security of all vessels within Trafalgar Wharf.

To meet and greet all contractors attending site to work on our machinery. To carry out site inductions, to review safety protocols and to check insurance. To hold an initial briefing before work commences to clarify what the job entails. To ensure they operate in a correct and safe manner. Before they depart, check the job has been done as per the initial brief.

To organise external contractors when required for repairs and to liaise with the General Manager on progress and problems.

To assist with the controlling and placing and allocation of vessels within Trafalgar Wharf and ensure their safety and security at all times.

In conjunction with the General Manager, to order adequate managed levels of all parts, oil, spares and sundry items and ensure that adequate levels are maintained including the workshop stores and tools.

To maintain an inventory for parts, spares, cleaning materials and sundry items.

To repair, paint and generally maintain the equipment to the required specified standard.

To ensure the marina gate and gate winch are maintained as per the agreed schedule.

To develop and maintain a TW 'Disaster plan' to ensure breakdowns and emergencies are dealt with in the quickest possible way.

To ensure that all areas of the site are regularly inspected, concerns raised, defects logged with a plan to rectify in a timely fashion.

To operate the equipment and machinery to safely lift, launch, set down and wash boats as well as other lifting tasks as required. Subject to training and certification as required.

To assist with managing the booking, arrivals/departures and ensure that all records are maintained via job cards and the app

To carry out accurate weekly berth checks as directed.

To measure each new vessel accurately in line with the agreed procedures

To maintain up to date records of all craft within Trafalgar Wharf as directed.

To be aware of the weather and flood warnings and take all necessary precautions/actions e.g. checking cradles/berths.

To ensure that all complaints are dealt with immediately and details passed on to the General Manager or Duty Manager as appropriate.

Be a key holder and out of hours contact

Any other duties required by the Management team.