

## APPENDIX 4 FERRY ENGINEERING MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION



### TAMAR CROSSINGS

#### JOB DESCRIPTION

<b>JOB TITLE:</b>	Ferry Engineering Manager
<b>SCALE/GRADE:</b>	L
<b>LOCATION:</b>	Torpoint Ferry Offices, Torpoint, Cornwall
<b>HOURS:</b>	37 per week
<b>RESPONSIBLE TO:</b>	General Manager
<b>RESPONSIBLE FOR:</b>	Technical Manager

#### MAIN PURPOSE OF JOB:

- The Ferry Engineering Manager has overall responsibility for optimising asset life and asset availability by managing the engineering, technical development, maintenance, and inspection functions in respect of the Ferries and associated shore facilities at Torpoint Ferry.
- Act as a member of the senior management team and contribute to the strategic management of the organisation to ensure that it can deliver its mission of providing safe, reliable, and efficient crossings of the river Tamar through the operation, maintenance and improvement of the Tamar Bridge and Torpoint Ferries.
- Contribute to the KPIs for the Ferry service regarding service delivery by maximising the availability of the ferries and reduce time out of service due to routine maintenance and repairs
- Responsible for procurement and contract management processes for engineering works, maintenance, and inspection services at the Torpoint Ferry.

#### Duties and Responsibilities:

1. Manage, direct, and implement the engineering, maintenance construction or improvement works at the ferry and shore infrastructure to deliver the organisation's mission statement.
2. Effective recruitment, management, and training of technical staff in line with organisational policies and procedures and local and national terms and conditions of employment.
3. Monitor engineering standards and investigate and implement engineering improvements to increase ferry service effectiveness.
4. Monitor KPIs in respect of ferry availability and any impact on availability due to maintenance and repairs.
5. Maintain the vessels in class with classification society and meet all legislative and regulatory requirements.
6. Maintain and develop accurate records relating to technical/engineering operations, and the preparation of reports incorporating appropriate data.
7. Complete reports as required by external agencies and internal procedures.
8. Preparation of tender documents ensuring compliance with tendering and financial procedures and effective contract management.

9. Set annual budget forecasts, control, and monitor annual spending to determine accurate short-term forecasting and plan on-going medium and long term budgets for planned engineering or maintenance schemes.
10. Manage the procurement of consultants, contractors and suppliers for engineering and maintenance services within delegated budgets and manage related contracts for procured goods and services.
11. Manage and direct organisational procedures including planning safe systems of work and in conjunction with the Technical Manager and H&SE Manager.
12. Overall responsibility for facilities management of the ferry office buildings, grounds, and associated contracts.
13. Undertake all aspects of line management of the Technical Manager including performance appraisal.
14. Contribute to the setting and achievement of organisational objectives.
15. Assist in the development and implementation of organisational change and support programmes which support a forward-thinking organisation and encourage innovation.
16. Deputise for the General Manager where appropriate and as required.

In addition to these duties and responsibilities the postholder will be required to undertake other duties deemed appropriate to the grade of the post.