

JOB DESCRIPTION

| POSITION IDENTIFICATION | | FUNCTIONAL RELATIONSHIPS | |
|-------------------------|---|---------------------------|--|
| Job Title: | Port Police (Boat Crew) Coxswain | Direct Reports: | Inspector |
| Reports to: | Corporal | Internal Contacts: | SLASPA Personnel |
| Department: | Port Police | External Contacts: | Users of SLASPA facilities, Customs and immigration officials, Royal Police Force, Fire Service |

JOB SUMMARY:

Responsible for maintaining law and order within the restricted areas of the Castries/ Vieux Fort Seaport, Rodney Bay, Marigot Bay and all surrounding waters/ways.

DUTIES AND RESPONSIBILITIES

Marigot Bay/Castries Seaport

- Conduct Security and maritime water borne patrols within and around the ports and other waterways;
- Responds to disturbances, emergency situations and criminal violations occurring within the ports and surrounding waters;
- Conduct stop and search of vessels involved in common boating offences.

Marine

- Conduct security patrols in areas of Castries harbor, marinas and other ports of entry;
- Conduct checks of boat masters licenses, insurance and all other relating documents to the safe and legal operating of small crafts within our waters;
- Assist in enforcing international conventions related to maritime security and the maritime industry in general.

Recordkeeping

- Keep a record of attendance; incidents, interventions etc.;
- Maintain a pocketbook detailing daily assignments and activities;
- Ensure that notes are made in incident/movement diary detailing incidents and accidents that occur while on duty;
- Prepare and submit reports on all significant occurrences.

General

- Assist Preventive Unit in any other duty so assigned;
- Testify in court on behalf of the authority;
- Assist in the planning and execution of marine operations;
- Accepts other related duties as assigned from time to time.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Four (4) CXCs or GCEs, including English and Mathematics at the General Proficiency Level I-III.
- Two (2) years of experience in Security related field of work.
- Boat Masters Licence
- Boatmanship Coxswain Certification
- Knowledge of boat husbandry/basic boat maintenance etc.
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in maritime related subjects.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent write skills.
- Active listening Skills.

FAVORABLE ATTRIBUTES

- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one’s initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee’s Name : _____

Employee’s Signature : _____

Date : _____