

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Lighthouse Keeper, Moule-a-Chique Lighthouse</b>	<b>Direct Reports:</b>	Nil
<b>Reports to:</b>	Marine Pilot III	<b>Internal Contacts:</b>	All Employees
<b>Department:</b>	Seaports Operations	<b>External Contacts:</b>	Port Users, Stakeholders, General Public, Ship Agents and Marine Police
<b>Classification</b>	Grade 16	<b>Revised</b>	June 25, 2024

### JOB SUMMARY:

The job holder is required to keep track of vessel movements within Port Vieux Fort, to coordinate communication between vessels and marine pilots, to monitor navigational aids and to keep a sharp look, on a 24/7 basis, over the marine environment.

### DUTIES AND RESPONSIBILITIES

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1. Monitors navigational aids and report all operational deficiencies in order to maintain full functionality.
2. Operates radio telecommunication sets to:
  - Receive and transmit information between vessels and pilots
  - Relay information to the pilot boat captain and head linesmen on the expected arrival and departure times of vessels.
  - Establish radio contact with vessels to confirm given times of arrival and departure
3. Coordinates in the traffic management of vessels entering and leaving Port Vieux-Fort.
4. Coordinates lifesaving operations involving vessels and/or persons in distress.
5. Keeps a constant lookout and report promptly any incident/accident, oil spills and other unusual occurrences in the Marine environment.
6. Maintains the upkeep of the lighthouses and its surrounding.

#### General

- Maintains effective team work and communication with all support departments to ensure that established standards of operations are achieved.
- Performs any other related duties assigned by the Supervisor from time to time.

### QUALIFICATIONS

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- ✦ Five (5) O Levels including English and Mathematics (General I, II & III) plus one (1) year relevant working experience

### KNOWLEDGE, SKILLS AND ABILITIES

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- ✦ Demonstrates a high level of confidentiality, competency and professionalism at all times.
- ✦ Excellent time management and organizational skills
- ✦ Excellent interpersonal and communication skills.
- ✦ Knowledge of and proficiency in technological innovative tools
- ✦ Outstanding problem-solving skills.
- ✦ Active listening skills and attention to detail
- ✦ Functions within 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**

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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 : \_\_\_\_\_

