

MARINE DEPARTMENT

DEPUTY CONSERVATOR

1. Implement QSP's for achieving quality objectives and targets. Ensure monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment. Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS. Identifies resource requirements to meet the departmental needs for the QMS.
2. Prepares and circulates On Site Emergency Action Plan (OSEAP) to copy holders and updates contents yearly.
3. Identifies training needs of all the employees of Marine Dept. and ensure they are suitably trained.
4. Conservation of all the fairways of the port. Giving draft permission to vessels after taking into consideration the safety aspects of the vessel and port property.
5. Port Pilot services, programming of movement of ships in and out of the harbour and alongside berths.
6. Maintenance of all the moorings and running maintenance of tugs. Maintenance and control of navigational aids, Port Signal Station and control of communications.
7. Control and running of the port flotilla, diving operations, marine survey, and operation of the Port fire service.
8. Maintenance Dredging of the Navigable channel and alongside berths.
9. Preliminary enquiries into marine accidents.
10. Establishment matters of the Department.
11. Planning for requisitioning of floating crafts inclusive of its staff.
12. Water supply for ships and port users.
13. Appointment of Class III & IV employees in Marine Department and dealings in respect of establishment matters.

HARBOUR MASTER

1. Port pilotage services including programming of movements of ships in and out of the harbour and alongside berths.
2. Supply of fresh water to ships.
3. Control of all port crafts, navigational aids, including channel and mooring buoys.
4. Control of Port Signal Station and control of communication.
5. Operations of storm and safety signal services.
6. Monitoring and combatting oil pollution.
7. Assisting Deputy Conservator in Control of Port Fire Services & Marine Survey operation including maintenance dredging of navigable channel and alongside berths.
8. Establishment matters and any other duties assigned by the Deputy Conservator.

PILOTS

1. Piloting the vessels in and out of the harbour and alongside berths.
2. Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator.

SUPERINTENDING ENGINEER (MARINE)

1. Maintenance of Port crafts including revalidation of statutory certificates, maintenance of "Class" drydocking, running repairs.
2. Assisting CME in organising major repairs of crafts, dry docking and procurment of new crafts.
3. Indenting fuel and spares for crafts.
4. Preparation of fair defect list for crafts and any other connected duties assigned by the Deputy Conservator.

CHIEF ENGINEER (MARINE) (OFFICE)

1. Assisting Superintending Engineer (Marine) in day to day operation maintenance of Port crafts.
2. To follow up work orders issued to Workshop.
3. Guidance to Engineers/Masters in maintenance of machineries, equipments of crafts and assisting for surveys/ preparation of fair defect list and any other duties assigned by HOD.

CHIEF ENGINEER (MARINE)

1. To operate and maintain all machineries, equipment with overall guidance of SE(M)/CE(M) (Office).
2. Raising work orders for Workshop as necessary.
3. Maintenance of records of operations/maintenance as necessary.
4. Also on spot supervision of repair works.
5. Preparing tugs for surveys.

SUPERINTENDING OFFICER (MARINE)

1. Maintenance of lighted channel buoys.
2. Hull/deck maintenance of launches and other crafts including preparation of dry dock defect list and carrying out repairs of these crafts.

3. Incharge of "oil pollution" equipment. Any other duties assigned by the Deputy Conservator.

ASST. FOREMAN

1. To assist SO(Marine) in his duties connected with repairs of port crafts, carpentary works.
2. To allocate the work to the staff of carpentary section and supervise the day to day work.
3. To demand and collect stores required for various work orders received from port crafts/marine sections.
4. To assist SO(Marine) in pollution control work in harbour.

SERANG GR.I

1. To assist SO(Marine) in laying/removing lighted/mooring buoys.
2. To supervise chipping, scraping and painting of lighted/mooring buoys.
3. To make wire slings, coir rope fenders for port crafts.
4. To assist SO(Marine) in pollution control work in harbour.

SR. AEN/AEN

1. Act as Engineers-in-charge on board tugs.
2. To operate and maintain all machineries equipments with over all guidance of CE(M)(Office)/SE(M).
3. Raising work orders of main w/s as necessary.
4. Maintenance of records of operation/ maintenance as necessary.
5. Also, on spot supervision of repair works.
6. Preparing tugs for surveys.

DRIVER I

1. In charge of engine side of Launches/Water Barge.
2. Responsible for day to day operation of machineries on board.
3. Report the break downs to Controlling Officer.

MARINE SURVEYOR

1. Marine survey work of the port area including monitoring of dredging and preparation of sounding charts.
2. Any other duties assigned by the Deputy Conservator.

DY.MARINE SURVEYOR

1. Responsible to Marine Surveyor for Hydrographic survey work and calculation of Hydrographic survey data.
2. Any other duties assigned by the Deputy Conservator.

ASST.MARINE SURVEYOR

1. Sounding work, taking sextant angles, plotting positions, wave height observations, taking bar checks.
2. Assisting MS/DMS in any other survey work.
3. Any other duties assigned by the Deputy Conservator.

COMMUNICATION OFFICER

1. Incharge of Signal Station/Communication section of Marine Dept.
2. Procurement and maintenance of Radio Echo sounding equipment, DGPS equipment, Walkie Talkies, VHF's and other communication equipments.
3. Pursuing and obtaining relevant licences for wireless equipments from the Ministry, frequency allocation permission, payment of licence fees, royalty etc. Any other duties assigned by the Deputy Conservator.

SIGNALLER CUM RTO's

1. Incharge of watch at Signal Station.
2. Constant monitoring of all the shipping movements and recording of timings, ships particulars, telephone/VHF messages, changes in timings of shipping movements and conveying same to all concerned, working of lighted buoys and Light Houses, obtaining weather messages and displaying appropriate signals, communication with ships, port officials & port users, maintenance of log books, attending to fire calls and other emergencies.
3. Any other duties assigned by the Deputy Conservator.

RADIO TECHNICIANS

1. Maintain of VHF's, walkie talkies, Marine Survey DGPS equipment and echo sounder, loudhailers etc.
2. Upkeep of maintenance and inventory log books.
3. Any other duties assigned by the Deputy Conservator.

DY.CAO

1. Control and supervision of office staff and establishment matters.
2. Any other duties assigned by the Deputy Conservator.

ESTABLISHMENT OFFICER

1. Assisting DY.CAO in establishment matters.
2. Control and supervision of the office staff.
3. Any other duties assigned by the Deputy Conservator.

OFFICE SUPERINTENDANT

1. Assisting DY.CAO/EO in establishment matter, control and supervision of the office staff.
2. Any other duties assigned by the Deputy Conservator.

SR. CLERK (CDC)

1. Providing particulars of Pilotage, berthing, stay, water supply etc. to CDC (Accounts) for billing purposes.
2. Any other duties assigned by the Deputy Conservator.

FIRE OFFICER/STATION OFFICER

1. Incharge of fire fighting equipment and personnel.
2. Preparation of Indents & inventories.
3. Incharge of maintenance of fire fighting equipments.
4. Incharge of fire fighting when on duty.
5. Maintenance of fire and oil pollution patrol.
6. Any other duties assigned by the Deputy Conservator.

SUB-OFFICER

1. Incharge of the shift and incharge of fire fighting unit in the absence of Station Officer.
2. Assisting Station Officer in maintenance of fire fighting appliances.
3. Maintenance of fire and oil pollution patrol.
4. Any other duties assigned by the Deputy Conservator.

MATE: (Tower Monitor)

1. During day shift, he will be overall In-charge of the pump room and other auxiliaries to start the same in case of emergency.
2. He will also be responsible for general cleanliness and upkeep of the area.
3. He will be In-charge of the stock of fuel and foam and will be maintaining all the records concerned.
4. He will coordinate with workshop for getting the routine checks and repairs carried out.

ASST. DREDGING MASTER/INLAND MASTER

1. Overall in charge of craft.
2. Responsible for navigational handling of the craft, upkeep of hull, deck, deck machineries, safety equipment and house keeping of their crafts.
3. Raising work orders for repair maintenance of hull, deck and equipment under their control and maintaining records of same.
4. Preparing the vessels for survey.
5. Recording of attendance of the posted staff.

CONTROLLING OFFICER (PILOT ROOM)

1. Controls the Port crafts movement under instructions from Harbour Master.
2. Prepares availability positions and break down records of crafts.
3. Raise work orders for repair maintenance of launches/water barge/mooring barge etc. and keep the record of same.
4. Control water supply to ships and bunkering to port launches and barges.
5. Overall in charge for attendance of floatilla and shore gang staff.

TIME KEEPERS

1. Assists Controlling Officer (Pilot Room) on day to day affairs on shipping and control of port craft movements, water supply etc.
2. Attendance and recording of OT for floatilla and shore gang staff.

JE(E) : (TM)

1. During night shifts and in the absence of mate during day he will be responsible for the smooth functioning of all electrical machinery and appliances.

2. He will also operate the monitors from control room.

DRIVER I: (TM)

1. He will be responsible for operation and maintenance of all pumps and generators etc., as per schedule.
2. He will also report defects and repairs to be carried out for proper functioning of the system.

PERSONAL ASSISTANT :

To assist the Deputy Conservator in his day to day works, daily appointments/meetings, rendering stenographic assistance, handling of office correspondence and confidential reports.

SR.STENO GR.I/STENO_:

To provide steno-graphic/typing assistance to the concerned officers in their day to day works and handling of office correspondence, periodical reports and confidential records.

SR.CLERK/CLERK & OTHER CLASS III & IV EMPLOYEES

Duties as assigned by the Dy.Conservator/Sectional officers.