



**DEMERARA HARBOUR BRIDGE CORPORATION  
NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>TRAINEE DREDGE OPERATOR</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>MECHANICAL MAINTENANCE OFFICER</b>	<b>GRADE:</b>	<b>03</b>
<b>DEPARTMENT:</b>	<b>MAINTENANCE</b>	<b>SECTION:</b>	<b>MECHANICAL</b>

<b>SUMMARY STATEMENT</b>	Responsible for operating dredge to remove sand, gravel, or other materials in order to excavate and maintain navigable channels in waterways.
<b>DUTIES TO BE RESPONSIBLE FOR</b>	<b>DESCRIPTION OF DUTIES:</b>
	<b>MOVES</b> levers to position dredges for excavation, to engage hydraulic pumps, to raise and lower suction booms, and to control the rotation of cutter heads.
	<b>STARTS</b> and <b>STOPS</b> engines to operate the equipment.
	<b>START</b> power winches that draw in or let out cables to change positions of dredges or pull in and let out cables manually.
	<b>PUMPS</b> water to clear machinery pipelines.
	<b>LOWERS</b> anchor poles to verify depths of excavations, using winches, or scan depth gauges to determine depths of excavation.
	<b>EXECUTE</b> dredging activities by removing siltation and marine life along the banks of the river to improve anchorage and buoyance of the bridge.
	<b>TESTS – RUNS</b> machines and equipment; <b>OBSERVES</b> operation of parts; and <b>VERIFIES</b> repairs.
	<b>RECORDS</b> problems and repairs required in the logbook. <b>RECORDS</b> time and parts used on the appropriate forms.
	<b>INSPECT</b> dredge and auxiliaries and prepare <b>REPORTS</b> of identified defects.
	<b>FOSTERS</b> continuous improvement and continuous culture.
	<b>MAINTAIN</b> general housekeeping and clean-up of the worksite.
	<b>REPORTS</b> to work outside of normal working hours for emergency operations.
<b>ENSURES</b> adherence to health, safety, and environmental policies.	
<b>REPORTS</b> work assignments completed to the <b>Maintenance Mechanic Officer</b> .	
<b>Evaluate</b> tools and equipment performance and perform preventative maintenance to improve cycle time.	
<b>SECURES</b> supplies, materials, and equipment for daily work.	
<b>PERFORM</b> work in accordance with specifications, quality, trade standards, and observance of safety practices and for adherence to work plan.	

The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

## QUALIFICATIONS PROFILE

<b>JOB TITLE: DREDGE OPERATOR</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>
<b>1</b>	<b>EDUCATION</b>	Technician Certification in Mechanical Engineering or Industrial Engineering obtained at the Government Technical Institute or similar institution. Experience leading a team of internal staff. Knowledge of machines and tools, including their designs, uses repair and maintenance.
<b>2</b>	<b>EXPERIENCE/ JOB KNOWLEDGE</b>	Workers require periods of exposure from entry up to a period of three to five years to grasp the basic requirements and understand all aspects of the job. Becoming familiar with work requirements such as watching gauges, dials, or other indicators to make sure a machine is working properly.
<b>3</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The employee works in strict adherence to instructions; deviations must be authorized by Supervisor. Skills in controlling operations of equipment or systems. The ability to adjust the controls of a machine or a vehicle quickly and repeatedly to exact positions.
<b>4</b>	<b>PROBLEM- SOLVING/DECISI ON MAKING</b>	Decisions are related to carrying out the operations of the selected process. The job holder is required to submit for approval those decisions that deviate from Standard Practices or having any effect on timeliness or quality of output.
<b>5</b>	<b>INTERPERSONAL</b>	Providing information to Supervisor and co-workers within the Section. The purpose is to obtain, clarify or provide information of a routine nature.
<b>6</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for operating dredge to remove sand, gravel, or other materials in order to excavate and maintain navigable channels in waterways.
<b>7</b>	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	Specific detailed instructions covering all important aspects of the assignments are provided to the employee. Procedures for doing the work have been established and procedures and manuals are available.
<b>8</b>	<b>TEAMWORK</b>	The Manager/Supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employees work as instructed. The Manager/Supervisor checks progress and reviews completed work for accuracy, adequacy, adherence to instructions, and established procedures.
<b>9</b>	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	The Incumbent performs physical activities that require considerable use of your arms and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Employees may be required to use protective clothing or gear such as masks, coats, boots, or gloves. Employees may be required to wear protective gear such as masks and gloves.
<b>LICENCES: BOAT</b>		
<b>SIGNATURES:</b>		
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____



**DEMERARA HARBOUR BRIDGE CORPORATION  
NON-MANAGEMENT JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>TRAINEE BOAT / TUG OPERATOR</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>
<b>REPORTS TO:</b>	<b>MECHANICAL MAINTENANCE OFFICER</b>	<b>GRADE:</b>	<b>02</b>
<b>DEPARTMENT:</b>	<b>MAINTENANCE</b>	<b>SECTION:</b>	<b>MECHANICAL</b>

<b>SUMMARY STATEMENT</b>	Responsible for the safe operation of a small motor-driven boat and for assisting in navigational activities.
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<b>D U T I E S  R E Q U I R E D</b>	<b>J O B  R E S P O N S I B I L I T I E S</b>	<b>DESCRIPTION OF DUTIES:</b>
		<b>PREPARES</b> boat/tug prior to each trip and cleans the boat/tug following each trip.
		<b>SECURES</b> boat/tug to docks with mooring lines and cast-off lines to enable departure.
		<b>COMPLETES</b> required boating/tug checklists for each trip as specified by <b>Mechanical Maintenance Officer</b> . <b>MAINTAINS</b> accurate logs of activities for each trip.
		<b>PERFORMS</b> minor maintenance on the boat/ tug electrical, plumbing, and engine systems.
		<b>OVERSEES</b> operation of vessels used for carrying passengers, motor vehicles, or goods, etc.
		<b>FOLLOWS</b> safety procedures to ensure the protection of passengers and vessels.
		<b>DIRECTS</b> safety operations in emergency situations.
		<b>ARRANGES</b> servicing, repairs, fuel, and supplies for vessels.
		<b>REPORTS</b> any observed navigational hazards to <b>Mechanical Maintenance Officer</b> .
<b>FOLLOWS</b> company guidelines for safety wear and personal appearance both on and off the boat.		
<b>ASSISTS</b> with other related duties as assigned by the <b>Mechanical Maintenance Officer</b> .		

The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

## QUALIFICATIONS PROFILE

<b>JOB TITLE: BOAT OPERATOR</b>		
<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>
<b>1</b>	<b>EDUCATION</b>	A minimum of three (3) years of repair/maintenance experience. Ability to read simple instructions, names, and labels. Ability to swim with experience operating a boat. Must have Boat Master's license.
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Workers require periods of exposure from entry up to a period of three years to grasp the basic requirements and understand all aspects of the job. Knowledge of a body of rules, procedures, or operations requiring training and experience to perform interrelated procedural assignments.
<b>3</b>	<b>TECHNICAL/ PROFESSIONAL</b>	The Incumbent undertakes simple, quite routine decisions which are primarily concerned with the day-to-day aspects of the job.
<b>4</b>	<b>PROBLEM-SOLVING/DECISION MAKING</b>	The narrow range of activities is confined within the Department/Section. Tasks and problems tend to be closely related to one another in terms of the skills used. Highly repetitive work where the same task or group of tasks has to be performed continuously.
<b>5</b>	<b>INTERPERSONAL</b>	Contacts are of little importance, few in number apart from members of the incumbent's own Department and personnel from the Electrical and Dredge Sections.
<b>6</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for the safe operation of a small motor-driven boat and for assisting in navigational activities.
<b>7</b>	<b>PROCEDURES/ REGULATIONS/ COMPLIANCE</b>	Specific detailed instructions covering all important aspects of the assignments are provided to the employee.
<b>8</b>	<b>TEAMWORK</b>	The Manager/Supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employees work as instructed. The Manager/Supervisor checks progress and reviews completed work for accuracy, adequacy, adherence to instructions and established procedures.
<b>9</b>	<b>WORKING ENVIRONMENT/ SAFETY OF OTHERS</b>	The working environment involves high risks and frequent exposure to potentially dangerous situations. Involves the ability to adjust the controls of a machine quickly and repeatedly to exact positions, the ability to see details at a distance, to quickly move your hands to grasp, manipulate or assemble objects.
<b>LICENCES: BOAT MASTER</b>		
<b>SIGNATURES:</b>		
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____
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