**DUTIES FOR THE POST OF MARINE ENGINEERING OFFICER**

|  |  |
| --- | --- |
| 1 | To undertake maintenance of the Authority’s floating craft, navigational aids and equipment |
| 2 | To prepare maintenance schedule for all the Authority’s craft, machinery and marine equipment tugs including dry docking works |
| 3 | To carry out repairs on marine craft and navigational aids, major overhauls and refits to craft and determine the parts to be replaced |
| 4 | To ensure availability of adequate level of stock of spare parts to meet planned repairs and overhaul commitments |
| 5 | To ensure that logbooks are properly kept in relation to operating hours of main and auxiliary engines |
| 6 | To ensure availability of adequate marine engineering personnel on each craft for operating on the shift |
| 7 | To provide training in the field of Marine Engineering |
| 8 | To assist the Senior Manager (Marine Engineering) in ensuring the construction of new crafts are according to specifications |
| 9 | To arrange for proper refueling of MPA’s floating crafts |
| 10 | To assist in the provision of marine engineering services to Rodrigues |
| 11 | To participate in the preparation of surveys as per requirements of Classification Society |
| 12 | To assist in the preparation of the annual budget for the Marine Engineering Section |
| 13 | To supervise the IT system for the maintenance functions. |
| 14 | To serve as a sea-going chief engineer officer as and when required |
| 15 | To coach, guide and train all junior staff |
| 16 | To play an active role in promoting safety and security at the MPA |
| 17 | To adhere to and promote MPA’s corporate values |
| 18 | To contribute to the enhancement of the port environment |