

DUTIES AND RESPONSIBILITIES OF MARINE DEPARTMENT

1. DEPUTY CONSERVATOR :

The DC is head of the Marine Department. He reports to the Deputy Chairman/Chairman of PPA. He is responsible for the efficient functioning of the Marine Department. He is authorized to take decisions on all policy matters pertaining to the Marine Department as per the documented procedure. He is also responsible for the effective implementation of the Quality Management System.

2. HARBOUR MASTER :

HM reports to the Deputy Conservator. His responsibilities include the smooth and efficient functioning of the MSO and Signal Station. He is the overall in charge of shipping movements in the Harbour and of Hull maintenance of all port floating crafts. He is authorized to take decisions in all matters pertaining to shipping movements / MSO / PSS / maintenance of port crafts and all correspondence in such cases are routed through him. He is also responsible for the effective implementation of the Quality Management System.

3. PILOTS :

Pilots report to the Harbour Master. They are responsible for the efficient movement of ships in and out of the Harbour as detailed by the HM. They are authorized to take decisions in matters pertaining to the Safety of the vessel and port craft during shipping movements.

4. SENIOR MARINE ENGINEER :

He reports to Deputy Conservator. He is overall technical in charge for tugs, floating crafts, dry dock, Slipway and marine engineering workshop. He is authorized to take decisions in all matters pertaining to operation, maintenances of engines and other machineries.

5. MARINE ENGINEER :

He reports to the Senior Marine Engineer. He is responsible for day to day operation and maintenance of the tugs, floating crafts, Slipway and marine engineering workshop. He is authorized to take decision regarding the above matters.

6. SENIOR DEPUTY MARINE ENGINEER / DEPUTY MARINE ENGINEER / EIC / AE (M) :

They report to Marine Engineer. They are responsible for day to day operation and maintenance of concerned tugs in coordination with Tug Masters.

7. ASSISTANT ENGINEER (MECHANICAL) :

He reports to Marine Engineer. He is responsible for day to day maintenance of floating crafts in co-ordination with Assistant Engineer (M) and Chief Officer (F) for smooth operation of floating crafts for shipping movements.

8. SENIOR HYDROGRAPHIC SURVEYOR :

Senior Hydrographic Surveyor reports to Deputy Conservator. He is the in charge of the Hydrographic Survey Division of the Marine Department. He is responsible for Surveying / Charting / Maintenance / Dredging of the Harbour. He is authorized to take decisions in the above matters.

9. HYDROGRAPHIC SURVEYOR (D) :

Hydrographic Surveyor(D) reports to SHS. He is in charge of Cartography sub-division. He supervises Hydrographic survey works done by HS Afloat/Ashore. He is responsible for Tidal Observations / Meteorological record / Hydrographic records and other relevant maintenance data. He is authorized to take decisions in the above matters.

10. HYDROGRAPHIC SURVEYOR :

Hydrographic Surveyor (F) and Hydrographic Surveyor(S) report to Senior Hydrographic Surveyor. They are in charge of the Afloat and Ashore sub-division of the Hydraulic division. They work under the guidance of SHS in Survey/Dredging activity. They are authorized to take decisions when operating in the field in the above matters.

11. ASSISTANT HYDROGRAPHIC SURVEYORS :

They report to and work under Hydrographic Surveyor. They are responsible for physically carrying out all observations relating to field surveys. Operation/Calibration/Recording of all equipments and maintenance of records related to the above are done by him. They are responsible for liaising when posted as Liaison Officer during maintenance dredging and are authorized to take decisions in the above matters.

12. TUG In-charge :

Tug In-Charge reports to Harbour Master. He is the in charge of Tug Master of all port tugs. He is responsible for the Hull maintenance/administrative aspect of tug crew and efficient operation of tugs during shipping movements. He is authorized to take decisions in the above matters.

13. TUG MASTERS :

Tug Masters report to Tug In-charge. They are responsible for efficient operations and Hull maintenance of Tugs under their charge. They are authorized to assist the Pilots in shipping movements and assist Tug In-charge in Hull maintenance & to take decisions in the same.

14. COMMUNICATION OFFICER :

Communication Officer reports to Harbour Master. He is responsible for receiving/sending VHF messages to vessels and proper maintenance of the Signal station Log. He is authorized to liaise between vessels and port officials (Pilots/COF etc) and communicate requirements. He is in-charge of maintenance of all Navigational and communication equipments at Port Signal Station (Port Control) and those fitted on all port crafts and tugs.

15. Sr. RADIO OPERATOR/ RADIO OPERATOR :

They report to Communication Officer. They act as Shift In charge of Signal Station in the absence of the Communication Officer and carry out all functions of the Communication Officer as in (14).

16. CHIEF OFFICERS (FLOTILLA) :

Chief Officer Flotilla reports to Harbour Master. They are responsible for sending sailing /shifting notices to vessels and attending to the various requirements of vessels as requested through the Signal Station. They act as Shift in charge/MSO and supervise Hull maintenance of floating craft other than tugs. They are authorized to take decisions in all

matters as Shift in charge / MSO, which includes arrangements of launches / mooring crew / fenders etc. as required by the Pilots carrying out shipping movements.

17. MARINE FOREMAN :

Marine Foreman reports to COF. He is responsible for supervision of floating craft maintenance (other than Tugs) and Mooring Gangs during shipping movements. He is authorized to take decisions in the above matters.

18. SERANGS/FLOATING CRAFT MASTERS :

They report to Marine Foreman. They are responsible for safe operation and handling / maintenance of their respective crafts and are authorized to take decisions in the same during operations.

19. SUPERINTENDENT :

Superintendent reports to Deputy Conservator. He is responsible for the scrutiny of all files and documents pertaining to the Marine Department and put up the same to the concerned Officer/other Department. He is authorized to take decisions in the administrative functions of the junior staff of the Marine Department.

20. HEAD ASSISTANTS/Sr. ASSISTANT/Jr. ASSISTANT :

They report to superintendent. They are responsible for updating records and scrutinizing all correspondences pertaining to Marine Department. They are authorized to note the administrative procedures in files / records as applicable prior putting up same to the concerned Officers.