

JOB DESCRIPTION

Job Title	Hydrographic Surveyor
Directorate	Ports and Yachting
Grade	Executive
Salary Range	As per Grade 1 of the Collective Agreement for Overtime Grades
Reports To	Head - Hydrographic Office
Direct Subordinates	According to Directorate exigencies.

MAIN JOB PURPOSE

Under the general direction and instructions of the Head of the Hydrographic Office, Ports and Yachting Directorate. To assist and participate accordingly in the discharge of the Ports and Yachting Directorate's responsibility for preserving the good order in internal and territorial waters, the safety of navigation and other responsibilities in accordance with the Requirements of the Acts for the Authority for Transport in Malta CAP 499 ('First Schedule' para 2), the Requirements of the IMO SOLAS Convention (Chapter V and IX) and the Implementation of IMO Instruments Code, any of which, relating to hydrographic surveys, updating of charts, updating of Nautical Publications and providing Maritime Safety Information (MSI).

DUTIES & RESPONSIBILITIES

Note:- Nomenclatures denoting the male gender include also the female gender.

Key Responsibilities	Key Elements
Main Responsibilities	<p>Under the general direction and instructions of the Head of the Hydrographic Office, Ports and Yachting Directorate.</p> <p>To assist and participate accordingly in the discharge of the Ports and Yachting Directorate's responsibility for preserving the good order in internal and territorial waters, the safety of navigation and other responsibilities in accordance with the Requirements of the Acts for the Authority for Transport in Malta CAP 499 ('First Schedule' para 2), the Requirements of the IMO SOLAS Convention (Chapter V and IX) and the Implementation of IMO</p>

Key Responsibilities	Key Elements
	<p>Instruments Code, any of which, relating to hydrographic surveys, updating of charts, updating of Nautical Publications and providing Maritime Safety Information (MSI).</p>
<p>Main Responsibilities</p>	<ol style="list-style-type: none"> 1. To carry out Land surveys to accurately establish coastline features. 2. To carry out hydrographic surveys utilising sophisticated and high-resolution survey equipment fitted on survey vessel. 3. To Overview, routinely monitor, implement efficiently, and fulfill the requirements of all the Ports and Yachting Directorate's Hydrographic matters, including but not limited to: <ol style="list-style-type: none"> 1. Hydrographic Surveys: <ol style="list-style-type: none"> a) To plan, execute and process hydrographic (bathymetric) surveys of port areas or of open sea areas, to IHO Standards. b) To plan, execute and process hydrographic surveys for wrecks and obstructions to IHO specifications as set down in IHO Special Publication S-44, c) To establish, monitor and maintain a network of tide gauges in various ports around the Maltese Islands. d) To participate in managing, maintaining storing an archiving all hydrographic survey data and related records. 2. To maintain, up to date, the primary Navigational Charts and Nautical Publications for the Maltese islands 3. Maritime Safety Information (MSI). The MHO is the National focal point for all MSI data: <ol style="list-style-type: none"> a) To assess and promulgate to shipping and other interested parties, all MSI as required by the WWNWS, GMDSS and the National Information Systems including Navigational Warnings and Notices to Mariners. b) To assess and promulgate MSI to foreign hydrographic offices producing Navigational Charts and Publications of Maltese waters. 4. Providing advice, supervision and monitoring of the status of navigational aids to ensure that their position remains unchanged and they remain continuously operational. 5. Verification, when necessary, of safe berthing depths of water alongside quays. Adequate tendering of berths.

Key Responsibilities	Key Elements
	<ol style="list-style-type: none"> 6. Carries out Hydrographic surveys and prepares appropriate report in connection with capital projects under the direction of the Capital Projects Manager. 7. Carries out foreshore, hydrographic, bathymetric surveys to suit the industry and maritime infrastructure works when requesting hydrographic services from the Ports Directorate. 8. Plan and carry out pre dredging hydrographic surveys to establish and agree upon baselines and to estimate accurately associated volumetric calculations. Carry out post dredging surveys to endorse the completion of the works requested. 9. When assigned by the Directorate, carries out alternative duties or projects in a proper, professional, and timely manner which however should not disrupt the core functions, duties, and urgencies of the job
General Operational Management	<ol style="list-style-type: none"> 1. Carry out all routine tasks with the minimum of orders and instructions. 2. To ensure updating of the local charts and nautical publications. 3. To ensure the carrying out of the necessary hydrographic surveys especially at approach channels and alongside berths. 4. To ensure the continuous upkeep of the Tide gauge network
Team Leadership Management	<ol style="list-style-type: none"> 1. To carryout tasks as instructed by the team leader, participate wholeheartedly in the work of the team, and anticipate and carry out tasks accordingly and efficiently. 2. Have the ability to work within the confined spaces of a vessel when carrying out surveys. 3. To always maintain effective communication channels with peers, managers, and superiors.
Quality Assurance	<ol style="list-style-type: none"> 1. To keep abreast with international developments and standards in own area of responsibility. 2. To ensure good quality of work and professionalism throughout on the Navigation Charts and MSI. 3. To assist in reaching the set goals and standards established by the Authority/Directorate. 4. To ensure traceability of documents, records charts, and data in line with the Directorate's Document Management System. 5. When necessary develop new procedures and prepare associated written instructions and appropriate check lists.

Key Responsibilities Key Elements	
Internal Relations	<ol style="list-style-type: none"> 1. To maintain healthy communication lines with members of other units and all other Directorates. 2. To assist in conducting project planning with other Directorates as required. 3. Participate in discussions related to new equipment or new methods as the industry may adopt.
External Relations	<ol style="list-style-type: none"> 1. Clients requesting Hydrographic services. 2. NAVAREA III coordinator (Spain)
Other/s	<ol style="list-style-type: none"> 1. Attend, as directed, all necessary and recommended training, seminars, conferences, working groups or workshops, locally or overseas.

Tasks and duties of the job holder are not limited to the above listed duties and the employee may be required to assist in the tasks of other employees/departments or as requested, from time to time, to perform other/different duties as may be required within the Directorate.

Key Decision Making Areas
<ol style="list-style-type: none"> 1. Must be able to make decisions when planning and executing Hydrographic surveys. 2. Practical problem-solving skills 3. Exercise logical thinking, patience and maintain concentration. 4. Must have a good head for figures and calculations.

Key Performance Indicators (KPIs)
<ol style="list-style-type: none"> 1. Carry out, in a timely manner, hydrographic surveys and provide information necessary for chart correction to the Head of the Hydrographic Office and to the Harbour Master. 2. Prepare mooring charts and plans for the purpose of discussion when preparing and organising mooring areas which are in the process of being privatized and which will be organised by the Authority. 3. Coordinate with the Maintenance Department for the maintenance, service and repair of Navigational Aids. Make site inspections to report on positioning of such Aids to Navigation. 4. The preparation of Charts with accurate and detailed soundings (Depths) for each serviceable Quay so that dangers and restrictions are immediately identified by the berthing vessel.

5. Regularly monitor and record tide readings for sea level fluctuations and provide advice for Under Keel Clearance (UKC) as and when required.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Essential

1. Qualifications

1. Hydrographic Officer Training (Recognised by FIG/IHO/ICA Advisory Board at Category B) or,
2. A degree in a relevant subject, such as geology, marine science, or geography, followed by a postgraduate qualification in hydrography, geomatics or another specialist subject, or,
3. Advanced Diploma in Construction Engineering Bachelor of Science (Honors) in Construction Engineering (MQF level 6).

Applicants with: -

4. An Advanced Diploma in construction Engineering or Equivalent (MQF lev 4) or,
5. An A level in Mathematics, Science Subject (preferably Physics) and English or,
6. Diploma in one of the following: Engineering, Computing, Mechatronics or Maritime Studies,

may also be considered

Note:- Any applicant with a suitable qualification but not holding Category B training, will in due course have to complete the training successfully.

2. Experience:

Hydrographic surveys

Land survey

Other related surveys

Applicants not holding experience in hydrography may be considered, however training locally and overseas shall have to be carried out.

3. Skills:

The ability to assimilate and analyse hydrographic information methodically and

precisely.

ECDL/ICDL, Computer literate with preferably the ability to use Cad design software.

Good report writing skills in English language.

Good communication and interpersonal skills.

4. Other Attributes:

Full clean driving license for vehicle and van.

Malta Boat license (12 Nautical miles).

Desirable:

1. Land surveying skills. Knowledge of GIS