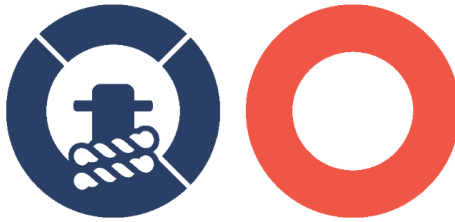




General Purpose Hand – TSHD Kapuka

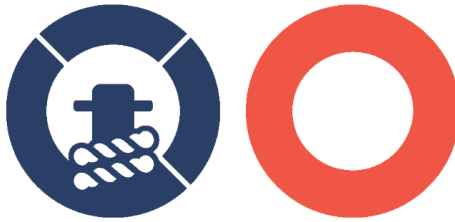
Date	September 2026
Purpose of position	• Support the Master, Engineer and Mate to manage the safe, efficient and effective operation and systematic maintenance of Kapuka and associated vessels, plant and equipment. • Under supervision, provide safe, efficient and effective operation and maintenance of dredging vessels, plant, equipment and facilities on board TSHD Kapuka and other Port Otago dredging assets.
Reports to	Master – TSHD Kapuka (with day-to-day direction from Mate and Chief Engineer)
Key Relationships	• Master – TSHD Kapuka • Kapuka crew • Marine Maintenance Manager • Backhoe Barge Master • Backhoe Barge Operator/Maintainer • GM Marine & Infrastructure • Marine Administrator • Pilots • Harbour Control • Tug and launch crews • Hydrographic Surveyor • Various contractors, goods and services suppliers
Qualifications & Requirements	• Relevant industry related qualifications and work experience • Skipper Restricted Limits (SRL) (Mandatory) • STCW Basic Safety Training or equivalent (Mandatory) • Maritime VHF Operator's Certificate (Mandatory) • Seafarer Certificate of Medical Fitness (Maritime Rules Part 34) (Mandatory) • Marine industry related relevant work experience (Mandatory) • Current New Zealand drivers licence (Mandatory) • Recognised swimming/sea survival competency (Mandatory) • Skipper Coastal/Offshore (SCO) (Preferred) • Marine Engineer Class 6 (MEC 6) (Preferred) • WorkSafe Licences – dogman, rigging and slewing crane operation (preferred) • Workplace First Aid Certificate (Preferred)
Direct Reports	• Nil



REGIONAL PORTS NZ DREDGING

Core Responsibilities

Vessel Operation & Maintenance Support	• Support the Master, Engineer and Mate by the safe operation of Kapuka vessels, plant and equipment. • Carry out maintenance of the vessel structure as directed. • Carry out inspections and maintenance to the machinery and engines and hydraulic systems on board as directed. • Assist as directed with sourcing, ordering, arranging and taking spares, fuel, oils, lubricants, water and vessel stores. • Assist in the safe and compliant disposal of all oils, sewage and waste products. • Assist with emergency drills and exercises and incident and oil spill response. • Undertake cleaning of the vessel as directed. • Assist in mooring and securing the vessel. • Perform the functions of Pipe Operator under direction of the Master or Mate when required. • Support Dredging and Port Otago operations to ensure resources are used effectively and efficiently. • Work collaboratively with the Kapuka Master and crew and all port employees across all sites of Port Otago. • Promote a positive image of Port Otago through professional standards and courteous, efficient work practices. • Work in collaboration with Kapuka and other dredge crews to assist with review and development of work procedures (SOPs) as required. • Carry out general maintenance duties within the Port Otago work sites when the Kapuka is not actively dredging at sea.
Health & Safety	• Take responsibility for own and others' safety. • Follow health and safety instructions with care and consideration for self, co-workers and members of the public. • Comply with work area PPE requirements. • Report all incidents, accidents and near misses accurately and in a timely fashion. • Participate in induction, on-going training and emergency drills and exercises. • Apply risk management and identify and address workplace hazards. • Support a safe workplace and adherence to good housekeeping practices.
Compliance	• Maritime Transport Act 1994 • Maritime New Zealand (MNZ) maritime rules and applicable Class and Maritime Operator Safety System (MOSS) requirements



REGIONAL PORTS NZ DREDGING

	- Vessel Safety Management System (SMS) - Port Otago health and safety, environmental policies and procedures
Availability and Fitness for Duty	- At all times when rostered on, be available and fit for duties. - Under no circumstances shall work be performed while unfit for duty. - Employees shall ensure they are contactable at all times while rostered on. - When not performing duties, take all practicable steps to ensure sufficient rest and relaxation is achieved to be fit for duty when required.
Special Conditions	The position will require travel and work between Port Otago and Napier Port.
Other Tasks	Be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this classification level.

Key Performance Measures

Health & Safety	- Achieves a safe healthy working environment. - Wears appropriate Personal Protective Equipment at all times. - Actively demonstrates and promotes Company Policies on Health & Safety. - Operates all equipment in a safe and proper manner. - Identifies and informs management of hazards. - Reports all incidents and accidents accurately and in a timely fashion. Where necessary, makes positive contributions to accident investigation and injury prevention initiatives. - Actively participates in Safety and Emergency drills and exercises.
Vessel Operation	- Compliance with Kapuka operating procedures and manuals. - Training programmes for assigned vessels completed in a timely manner. - All records completed to required standard and timeframe.
Hazards to Navigation	All hazards are reported to the relevant person in a timely and appropriate manner.
Training	- Accident/incident reports reviewed and relevant recommendations considered in the context of the Kapuka operation. - Individual completes the training in a timely manner to the standard required on the vessels he/she may be assigned to.