

Position Description



Depot Operator

Date	October 2026
Purpose of Position	The Depot Operator is responsible for providing various Wash, Repair, Survey and Side loader duties associated with the day to day running of the Dunedin Container Depot. The duties include: • The movement of empty containers via a side loader to and from both road and rail transport and yard storage. • To safely meet the inspection, wash, and repair requirements to a standard complying with Ministry for Primary Industries (MPI) Biosecurity standards and customers' expectations. • Survey containers and identifying those needing repairs.
Reports to	• Dunedin Depot Supervisor
Key Relationships	• Depot Supervisor • Dunedin Depot Team Members • Supply Chain and Depot Manager • External contractors (truck drivers, external labour hire) • Government Departments (Ministry for Primary Industries)
Qualifications & Experience	• A strong work ethic, good timekeeping, and excellent communication skills. • The initiative to identify and solve problems, and the judgement to escalate when support is needed. • Physical ability to do heavy labouring work, and a strong commitment to health and safety. • Experience operating heavy machinery and/or welding, or a willingness to learn. • Confidence using computers and Port Otago's various systems. • High standard of Health and Safety.
Direct Reports	Nil

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation). • Report all incidents, injuries and near misses accurately and in a timely fashion.
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	• Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm. • Participates in site inductions and on-going health and safety related training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow the “Take 5” personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs & alcohol.
Customer Service	• Promote a positive focus and contribute productively and collectively towards achieving a high standard of customer service. • Represent Port Otago in a positive and professional manner to all parties. • Ensure effective relationships are maintained with customers and other service providers. • Ensure excellent working relations between direct team and other kaimahi.
Process Improvement	• Raise any suggestions to Team Leader/Supervisor for streamlining or safety improvements of systems and/or processes.
Wash Activities	Wash activities include; • Wash • Wash repair Key responsibilities are; • Inspect containers prior to washing according to procedure, identifying MPI bio-security hazards. • Wash containers efficiently according to procedure to standards complying with Biosecurity and customer expectations • Make minor repairs to containers as directed • Make system records accurately and in a timely manner • Have wash pads ready for turnover to a specified time schedule that allows optimum use of machine time –this may require rest break times to be varied • Efficiently clean wash pads and surrounds (including drains and sump screens) daily – timing to be variable to work in with other wash pad tasks.
Repair Activities	Repair activities include; • Container Repair

	• Container Upgrade – including painting Key responsibilities are; • All container repairs are carried out as per worksheet and customer requirements. This will include structural repair and painting (for Dairy Board). • Manual lining and dusting of export containers as required by customers • Be capable of meeting IICL (International Institute of Container lessors) repair standards. Work practices are efficient and timely.
Survey Activities	• Be conversant and have knowledge of International Institute of Container lessors (IICL) inspection and repair manuals and of updated technical bulletins when circulated. • Undertake EIR (Equipment Interchange Receipt) inspection and estimation processing for Repair Survey. • Be conversant and knowledgeable of all leasing company customer inspection manuals and guides pertaining to variances of IICL criteria. • Inspect all container equipment delivered to city/depot and off site if required. • Understand all shipping company client inspection and repair criteria manuals, bulletins and any variances • Work practices are efficient and timely Extra training will be provided to enable some operators to be able to undertake this activity e.g. IICL or equivalent training
Container Movement	Container movement activities include; • Receipt & Delivery of Containers • Mobile plant driving (Side Loader) • Receipt & Delivery of Containers • Movement in yard between work centres and block stacks • Key responsibilities are; • Provide a consistently high standard of receipt, delivery and storage of containers and cargo • Manual lining and dusting of export containers as required by customers • Ensure requested containers are from the correct shipping line stocks and booking references align before being loaded out. • Monitor yard storage to ensure best practice and yard efficiency. • In consultation with the Dunedin Depot Supervisor plan the daily work programme to ensure both resources and equipment are best utilised. • Responsible for yard cleanliness, yard housekeeping. • Be familiar with the stock data base systems.
Systems Use	Use container management systems, depot management and Maintenance & Repair systems to undertake depot activities; • Container movement • Record tasks required to complete Survey/Repair/Upgrade to customer standard

	• Edit container records accurately and in a timely manner • Ensures all protocols / biosecurity requirements are followed to meet or exceed compliance and regulatory requirements. • Maximise utilisation of system relevant to the task
Team Contribution	• Develop open honest and respectful working relationships with all team members and members of the wider management group. • Promote a cohesive and inclusive team culture. • Represent Port Otago activities appropriately by providing support and sponsorship of agreed decisions and directions. • Actively promote Port Otago policies of health and safety, quality, and environment. • Actively listen to other people's ideas and contribute positively to team activities. • Be polite and courteous to all team members to maintain a professional environment. • Actively support the Port Otago Values through behaviour & actions. • Promotes good housekeeping.
Personal Development	• Plan developed identifying goals, actions and timelines in conjunction with your manager. • Participates constructively in performance review meetings and demonstrates behaviours which support continuous improvement.

Key Performance Measures

Health & Safety	• All incidents, injuries & Near misses are reported promptly and accurately. • All hazards identified are reported immediately. • Follow policy and procedures to enable a culture of failing safely. • Self-report when there is a risk of impairment from fatigue, or drugs & alcohol. • All hazards are reported and followed up.
Operational Performance	• Pack point rejection elimination. • Containers are repaired to accepted industry standards in an efficient and timely manner.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi.

	• Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.
Values	• Acts within the Port of Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.
Customer Satisfaction	• Customer expectations are met and surpassed.