

Position Description



Tug/General Deckhand

Date	October 2026
Purpose of position	Responsible for the general day to day operation of the vessel assigned to and for providing routine and cosmetic maintenance of the vessel as directed.
Reports to	GM Marine & Infrastructure
Key Relationships	• Fleet Maintenance Manager • Duty Pilot • Marine Planner • Marine Administrator • Planning Administrator • Pilots • Marine Masters • Marine Engineers • Port Protection Officers • Tug and Launch crews
Qualifications & Requirements	• Skipper Restricted License (<24m or equivalent) • Seafarers Certificate of Medical Fitness. • Previous experience as a deckhand is an advantage • Working knowledge of marine equipment and procedures desirable • Current First Aid Certificate is preferable but not essential
Direct Reports	None

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. • 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.
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	• 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.
Daily Operation of the Vessel Assigned to	• Follows Port Otago’s operating procedures for relevant vessel operations. • Performs all duties in a safe manner and wear appropriate Personal Protective Equipment (PPE) for the task in hand. • Practises hazard identification and take all safety precautions into account for task in hand. • Displays a thorough knowledge of the daily operations on the vessel. • Displays initiative and teamwork during all operations. • Secures vessel after each operation. • Completes relevant documentation and records. • Participates in the exercises and other duties as required by the Port Otago Maritime Operators Safety System.
Maintenance	• Undertakes regular cleaning and greasing of equipment. • Maintains decks, accommodation and engine room in a clean condition. • Maintains towing, mooring lines in good condition. • Checks equipment at regular intervals and repair or report any defects. • Assists with cosmetic maintenance as directed. • Performs cosmetic maintenance to defined standard of paint manufacturers. • Assists with maintenance and or repairs as directed by Launch Master, Tug Master, Dredge Master or Marine Engineers.
Relief Duties	• Undertakes relief duties on Port Otago vessels once fully trained to do so. • Flexibility to relieve is a key component of this role and requires flexibility to change roster patterns as required in order to meet operational requirements. • Develops a positive, respectful working relationship with all team members.
Compliance	Understand your responsibilities, and ensure your compliance and the Vessel’s compliance, with the following: • Marine Transport Act

	• Maritime Rules • MOSS – Marine Operator Safety System • Otago Regional Council Navigation Safety Bylaw
Hazards to Navigation	• Reports to the reporting line on the day all information relevant to the safe provision of Marine Services.
Training	• To make suggestions on Marine Operating Procedures. • To maintain awareness of current issues in the maritime sector such as recent MNZ Accident Report Safety Bulletins.
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 that they achieve sufficient rest and relaxation to be fit for duty when required.
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 company 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.
Personal Development	• Plan developed identifying goals, actions and timelines in conjunction with your manager. • Participates constructively 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.
Vessel Operation	• Compliance with Port Otago procedures and manuals. • Vessel is safe and securely moored after each operation. • Training programme completed in a timely manner. • All records completed to required standard and timeframe.
Maintenance	• All equipment is maintained to the required standard and in operational condition. • All routine cleaning is completed on a regular basis. • Equipment is checked at regular intervals and any repairs or defects are reported in a timely manner.
Hazards to Navigation	• All hazards are reported to the relevant person in a timely and appropriate manner.
Team Contribution	• 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.

