

POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



ENGINEER

Reports To	GM – Environment, Infrastructure & Maintenance
Location	Nelson
Key Relationships	Internal: • Port Asset Engineer & Engineer • Environmental Officer • Maintenance Team • PNL Leadership Team and Senior Management Team • Health and Safety Team, Finance Team, Property Officer, PNL Operational Managers & all Port staff External: • Local Authorities • Consultants/Contractors • PCBU Suppliers • Auditors • Surrounding Port related businesses • Local Iwi
Direct Reports	None
Delegated Authority	As per delegated authority guidelines.

SECTION A – OUR ORGANISATION

Port Nelson is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity, *Kia āhei ki te kōkiri whakamua ki te taumata ā-rohe.*

Port Nelson is the maritime gateway for Te Taihū – a vital hub for economic activity and a key facilitator of our region's continued growth and prosperity. We are solution-focused offering world-class customer-orientated services alongside a highly experienced and knowledgeable team.

The values by which we operate our business are best described by the acronym ASPIRE, standing for:

ACCOUNTABILITY

To be accountable for our actions, our performance and outcomes.

SAFETY

To act in a manner that prevents the risk of injury or danger.

PASSION

To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.

INTEGRITY/ HONESTY

To be truthful, upright and act according to what is right.

RESPECT

To hold the people around us in high esteem and show consideration

EXCELLENCE

To continually strive to be the best at what we do.



SECTION B – POSITION PURPOSE

- Support the company's capital development and asset maintenance programmes.
- Manage engineering projects, including development of plans, cost estimates, specifications, health and safety requirements, including PCBU obligations, work schedules and supervise the construction, maintenance, and repairs of PNL infrastructure
- Support Port Nelson's engineering team to exceed internal and external customer expectations, achieve operational excellence and financial targets
- Support & coordinate the development and implementation of the Port's Environmental and Sustainability Strategy, environmental projects, regulatory compliance, and environmental auditing

SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
Asset Management	• Provide input into the development and implementation of infrastructure planning, asset replacement and maintenance programmes. • Detailed, efficient and cost-effective delivery of asset management programmes, including wharves, buildings, land, pavements, utilities, facilities, marine dredging and fire & electrical assets. • Designs and construction meeting all required standards. • Manage & undertake (in part) the programme of works associated with inspection programmes & audits.
Capital Expenditure	• Design, contract preparation and supervision associated with maintenance & capital development. • Engagement and supervision of external consultant engineering or other specialist service providers. • Undertake the management, administration and reporting of maintenance and construction contracts. • Undertake and manage, the tendering process for construction, maintenance, and related projects. • Undertake the development of and provide input into Building and Resource Consent applications. • Drafting of plans, as-builts and schematics etc.
Environmental Management	• Support the Port Nelson Environmental Management Plan. • Co-ordinate & support environmental audits to maintain the port's ISO 14001 accreditation (with the support of specialist consultants) where required. • Support the consent applications and regulatory compliance of the port's operations. • Support the Environmental Officer in managing the noise management plan portfolio and emissions monitoring.
Engineering Leadership	• Engage effectively with internal and external stakeholders to achieve operational goals. • Keep up to date with relevant national and international engineering practices and techniques.



Health, Safety & Wellbeing	Be a 'champion' of workplace health and safety by commitment through action and support of the workplace Health, Safety and Wellbeing (HSW) Management Plan, Policies and Procedures Teams: • Lead by example and encourage, promote and support a safety minded focus within your team with open communication in the resolution of safety concerns • Work closely and collaboratively with Safety team • Ensure your works adhere to the Port's safety requirements. Monitor systems of work and continually develop and implement improvements as required • Challenge all unsafe acts or behaviours you observe • Actively monitor the H&S performance of all contractors and subcontractors in your area Reporting: • Ensure all incidents are reported and notified when required • Proactively manage risks and hazards in line with PNL policies and procedures • Ensure potential risks and hazards have been assessed, identified and controlled in the purchase or implementation of new or modified plant, equipment or processes Training • Ensure you attend training and keep up to date with H&S best practice • Ensure contractors within your work area have been inducted
Administration	• Maintain records of maintenance carried out by ensuring appropriate data is recorded in the Port's asset management systems • Ensure that operational policies, systems, procedures, and documentation are developed and/or improved to legislated, best practice or internal standards • Ensure Quality Management processes are developed and implemented for all designs
Continuous Improvement	• Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL. • Any other project work or duties that may reasonably be required.

SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications	• BEng: Engineering bachelors' degree or equivalent (Civil or Structural) • CPEng or working toward chartership • Car Drivers' licence
Experience	• At least 6 years and up to 10 years of post-graduate experience, ideally in project delivery, experience in a contractor/consultancy environment. • Engineering design, consultant management, contractor management, tender process management • Construction supervision and safety management • Building Consent (BC) and Resource Consent (RC) experience • Port/coastal engineering would be an advantage.



Skills and Knowledge	• CAD (Bentley MicroStation) • Project Management • Communication • Teamwork • Problem Analysis and Solving • Initiative • Planning and Organising • Commercial Acumen • Contract preparation and management • Resource Management Act, Health and Safety at Work Act • Environmental Management Systems • ToiTu Audit process (can be learned) • Asset Management Systems • Excel advanced
Personal Attributes	• Quick learner • Adaptable • Innovative • Resilient & Self motivated • Positive interpersonal skills

ACKNOWLEDGEMENT

I accept this job description identifies the key elements of the job for which I am accountable.

Confirmed by Employee

Signed:

Date:

