POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World

PORT NELSON

Heavy Automotive Apprentice

Reports To	Maintenance Supervisor
Location	Nelson
Key Relationships	Internal: • Maintenance Manager • Maintenance Supervisor • Mechanic • Maintenance personnel • Workshop Administration Team • Maintenance Planner • Stores Coordinator
	External: • Contractors • Suppliers • Training Providers
Direct Reports	None
Delegated Authority	As per delegated authority guidelines.

SECTION A – OUR ORGANISATION

Port Nelson is owned by Infrastructure Holdings Limited which 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 Tauihu – 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:



SECTION B – POSITION PURPOSE

To service and repair Port Nelson heavy plant and vehicles. To provide customer service and satisfaction to internal customers. Undertake any other duties as directed by the Maintenance Supervisor.

SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
General Duties	• To learn from and assist Mechanics with repairs, maintenance and capital work on all PNL plant as directed. • To diligently follow and adequately complete training program associated with the selected apprenticeship. • To be on site ready for work by the commencement time of your shift. • To be dressed in the correct clothing for the duties associated with the work and maintain a high standard of personal hygiene. • To report to Maintenance Supervisor any damage, unsafe state or maintenance that may be required and to carry out maintenance as directed • To maintain a clean and tidy personal and general workplace and to ensure materials are stored correctly and waste is correctly disposed of. • To undertake extra responsibilities as work skills. Increase at the direction of the Maintenance Supervisor. • Any other duty that the employer requires which relates to the service and repair of vehicles.
Administration	• Complete a daily labour sheet. • Undertake correct maintenance recording by manual and database means for all plant owned by PNL. • Become a proficient user of the preferred asset management system • Undertake Work Order assignments.
Training	• To attend training courses as directed and keep up to date with relevant information and course work as directed. • To attended Polytechnic courses as required and to achieve a minimum of 60 Credits per year.
Health & Safety	**Operations:** • Take an active role in ensuring safety of yourself and other members of the PNL team. • Encourage a safety minded focus within your team and participate in the resolution of safety concerns • Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures • Support the Company's Drug and Alcohol Programme • Actively participate in any rehabilitation programme • Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided. **Reporting:** • Take action where you observe unsafe behaviours and report all accident/incidents/near misses. • Participate in incident investigations or H&S Audits within your area as required. • Promptly report all hazards/maintenance relevant to plant and equipment. **Training:**

	• Participate in H&S training and keep up to date with H&S best practice.
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	• NCEA or equivalent (School Certificate) in Maths, English and Technology • **New Zealand Certificate in Automotive Engineering (Level 3) Desirable**
Experience	• 2 years' workshop / maintenance related experience – desirable • Heavy plant operating experience an advantage
Skills and Knowledge	• Sound mechanical knowledge suited to maintenance of a range of light and heavy plant • Planning and organising skills • Elementary computer skills (Outlook, Excel)
Personal Attributes	• Effective communicator • Time management skills • Even tempered • Punctual • Ability to handle pressure • Ability to co-ordinate multiple tasks

ACKNOWLEDGEMENT

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

Confirmed by Employee

Signed: Date: