

# POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



## FORKLIFT OPERATOR & MANUAL HANDLER - MIP

<b>Reports To</b>	Branch Manager
<b>Location</b>	Blenheim
<b>Key Relationships</b>	Internal: Customer Service & Admin Team People and Safety team
	External: Trucking Contractors Cargo and Shipping customers WineWorks Tug Operators
<b>Direct Reports</b>	None
<b>Delegated Authority</b>	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 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:

<b>ACCOUNTABILITY</b> <i>To be accountable for our actions, our performance and outcomes.</i>	<b>SAFETY</b> <i>To act in a manner that prevents the risk of injury or danger.</i>	<b>PASSION</b> <i>To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.</i>
<b>INTEGRITY/ HONESTY</b> <i>To be truthful, upright and act according to what is right.</i>	<b>RESPECT</b> <i>To hold the people around us in high esteem and show consideration</i>	<b>EXCELLENCE</b> <i>To continually strive to be the best at what we do.</i>

### SECTION B – POSITION PURPOSE

- Operate forklifts including Full Container Handlers and perform all tasks associated with handling cargo across all QuayConnect warehousing operations.
- Assist in operations for our inbound/outbound warehouse activity and container packing facility.
- Liaise with both internal and external customers in a professional and appropriate manner



- Maintain inventory accuracy
- Carry out manual handling tasks, such as but not limited to, flexi fitting and layerboard sorting, safely and efficiently.
- Assist and support in any areas of Port Nelson’s operations that you have been trained in.

## SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
<b>Systems &amp; Recording</b>	<ul style="list-style-type: none"> <li>• Maintain inventory accuracy – fully competent in all day-to-day aspects of our Warehouse management systems.</li> <li>• Check that the cargo being received or delivered matches the customer’s requirements, including any documentation supplied by transport operators.</li> <li>• Report immediately any damage to cargo, equipment, &amp; facilities in accordance with correct procedures.</li> <li>• Follow Customs and MPI procedures in relation to Border Control and Biosecurity awareness requirements, and report concerns immediately.</li> <li>• Assist in the maintenance of all systems and records pertaining to certifications for Brand Recognition through Compliance to the BRCGS Global Standard for storage and distribution, version 4, and ISO14001, MPI Approved Transitional Facility (ATF), Customs Controlled Area Licence (CCA) certification, National Programme 1, and proactively work to minimize our impact on the environment.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Receive, unload (trucks, Tugs and shipping containers) check documentation, product quality and locate inbound inventory items appropriately.</li> <li>• Record and track all cargo movements within the warehouse.</li> <li>• Accurately pick and prepare outbound orders for loadout</li> <li>• Follow container load plans to ensure correct cargo stow, which may involve manual handling.</li> <li>• Minimise damage throughout all aspects of the warehousing process, (inbound, storage, outbound).</li> <li>• Ensure the warehouse is kept clean and tidy and optimise space utilisation wherever possible.</li> <li>• Maintain professional communications with all internal and external customers.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at Port Nelson.</li> <li>• Support and assist with any other project work or duties that may reasonably be required.</li> </ul>
<b>Safety</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Commitment through action, participation, consultation and support of the workplace Health &amp; Safety Management Plan</li> <li>• Be committed to the safety objectives of working safely thereby not endangering self or fellow workers by any act or omission within the job.</li> <li>• Take an active role in ensuring safety of yourself and other members of the team.</li> <li>• Encourage a safety minded focus within your team and participate in the resolution of safety concerns.</li> </ul>



	<ul style="list-style-type: none"> <li>• Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures.</li> <li>• Support and comply with the Company's Drug and Alcohol Programme.</li> <li>• Actively participate in any rehabilitation programme (if required).</li> <li>• Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Report all hazards to your Manager relevant to plant, equipment, machinery, materials, the working environment and work method.</li> <li>• Report all incidents/accidents to your Manager including near miss and damage incidents.</li> <li>• Participate in incident investigations or H&amp;S Audits within your area as required.</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Participate in H&amp;S training and keep up to date with H&amp;S best practice.</li> </ul>
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## SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experienced forklift operator – OSH certificate.</li> <li>• Experienced Full Container Handler Operator</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in related role e.g., Store person/Dispatcher/Warehouse environments.</li> <li>• Excellent planning and organising skills.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Intermediate computer skills – inventory and/or warehouse systems desirable.</li> <li>• Knowledge of container types and movement of cargo.</li> <li>• MPI Biosecurity Accredited Operator certificate - on site training will be provided.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment and focus on customer service, including working additional hours to meet customer demand when needed.</li> <li>• Be adaptable and flexible with hours of work to meet customer requirements.</li> <li>• High degree of physical fitness (lifting, unpacking cargo, fitting flexis, and hand stacking containers).</li> <li>• Communication skills - by radio and personal contact with other team members, drivers and customers.</li> <li>• Ability to work in a team.</li> <li>• Ability to work alone and problem solve issues as they arise.</li> <li>• To be versatile and multiskilled and willing to work in any areas of PNL operations for which you have the skills and experience.</li> </ul>

## ACKNOWLEDGEMENT

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

**Confirmed by Employee**

Signed:

Date:

