

# Position Description



## Tug/General Deckhand

<b>Date</b>	March 2025
<b>Purpose of position</b>	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.
<b>Reports to</b>	GM Marine & Infrastructure
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Fleet Maintenance Manager</li><li>• Duty Pilot</li><li>• Marine Planner</li><li>• Marine Administrator</li><li>• Pilots</li><li>• Marine Masters</li><li>• Marine Engineers</li><li>• Port Protection Officers</li><li>• Tug and Launch crews</li></ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"><li>• A MNZ Marine qualification is required.</li><li>• Minimum requirement of Qualified Deck Crew (QDC).</li><li>• Certificate of Medical Fitness.</li><li>• Current First Aid Certificate is preferable but not essential</li></ul>
<b>Direct Reports</b>	None

## Core Responsibilities

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Takes responsibility for own and others safety.</li><li>• Follow all Port Otago Health and Safety guidelines and procedures.</li><li>• Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation).</li><li>• Report all incidents, Injuries and near misses accurately and in a timely fashion.</li><li>• Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm.</li><li>• Participates in site inductions and on-going health and safety related training programmes.</li><li>• Ensure strict adherence to safety standards, statutory and legislative requirements &amp; Port Otago policies and procedures.</li><li>• Comply with work area PPE requirements.</li></ul>
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	<ul style="list-style-type: none"> <li>• Follow the “Take 5” personal task hazard process.</li> <li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li> <li>• Attendance &amp; involvement at all team Health and Safety meetings.</li> <li>• Present to work in a fit state free from risk of impairment due to fatigue, drugs &amp; alcohol.</li> </ul>
<b>Daily Operation of the Vessel Assigned to</b>	<ul style="list-style-type: none"> <li>• Follows Port Otago’s operating procedures for relevant vessel operations.</li> <li>• Performs all duties in a safe manner and wear appropriate Personal Protective Equipment (PPE) for the task in hand.</li> <li>• Practises hazard identification and take all safety precautions into account for task in hand.</li> <li>• Displays a thorough knowledge of the daily operations on the vessel.</li> <li>• Displays initiative and teamwork during all operations.</li> <li>• Secures vessel after each operation.</li> <li>• Completes relevant documentation and records.</li> <li>• Participates in the exercises and other duties as required by the Port Otago Maritime Operators Safety System.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Undertakes regular cleaning and greasing of equipment.</li> <li>• Maintains decks, accommodation and engine room in a clean condition.</li> <li>• Maintains towing, mooring lines in good condition.</li> <li>• Checks equipment at regular intervals and repair or report any defects.</li> <li>• Assists with cosmetic maintenance as directed.</li> <li>• Performs cosmetic maintenance to defined standard of paint manufacturers.</li> <li>• Assists with maintenance and or repairs as directed by Launch Master, Tug Master, Dredge Master or Marine Engineers.</li> </ul>
<b>Relief Duties</b>	<ul style="list-style-type: none"> <li>• Undertakes relief duties on Port Otago vessels once fully trained to do so.</li> <li>• 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.</li> <li>• Develops a positive, respectful working relationship with all team members.</li> </ul>
<b>Compliance</b>	<p>Understand your responsibilities, and ensure your compliance and the Vessel’s compliance, with the following:</p> <ul style="list-style-type: none"> <li>• Marine Transport Act</li> <li>• Maritime Rules</li> <li>• MOSS – Marine Operator Safety System</li> <li>• Otago Regional Council Navigation Safety Bylaw</li> </ul>

<b>Hazards to Navigation</b>	<ul style="list-style-type: none"> <li>• Reports to the reporting line on the day all information relevant to the safe provision of Marine Services.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• To make suggestions on Marine Operating Procedures.</li> <li>• To maintain awareness of current issues in the maritime sector such as recent MNZ Accident Report Safety Bulletins.</li> </ul>
<b>Availability and Fitness for Duty</b>	<ul style="list-style-type: none"> <li>• At all times when rostered on, be available and fit for duties.</li> <li>• Under no circumstances shall work be performed while unfit for duty.</li> <li>• Employees shall ensure they are contactable at all times while rostered on.</li> <li>• When not performing duties, take all practicable steps to ensure that they achieve sufficient rest and relaxation to be fit for duty when required.</li> </ul>
<b>Team Contribution</b>	<ul style="list-style-type: none"> <li>• Develop open honest and respectful working relationships with all team members and members of the wider management group.</li> <li>• Promote a cohesive and inclusive team culture.</li> <li>• Represent Port Otago activities appropriately by providing support and sponsorship of agreed decisions and directions.</li> <li>• Actively promote company Port Otago policies of health and safety, quality, and environment.</li> <li>• Actively listen to other people's ideas and contribute positively to team activities.</li> <li>• Be polite and courteous to all team members to maintain a professional environment.</li> <li>• Actively support the Port Otago Values through behaviour &amp; actions.</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Plan developed identifying goals, actions and timelines in conjunction with your manager.</li> <li>• Participates constructively performance review meetings and demonstrates behaviours which support continuous improvement.</li> </ul>

## Key Performance Measures

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• All incidents, injuries &amp; Near misses are reported promptly and accurately.</li> <li>• All hazards identified are reported immediately.</li> <li>• Follow policy and procedures to enable a culture of failing safely.</li> <li>• Self-report when there is a risk of impairment from fatigue, or drugs &amp; alcohol.</li> </ul>
<b>Vessel Operation</b>	<ul style="list-style-type: none"> <li>• Compliance with Port Otago procedures and manuals.</li> <li>• Vessel is safe and securely moored after each operation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Training programme completed in a timely manner.</li> <li>• All records completed to required standard and timeframe.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• All equipment is maintained to the required standard and in operational condition.</li> <li>• All routine cleaning is completed on a regular basis.</li> <li>• Equipment is checked at regular intervals and any repairs or defects are reported in a timely manner.</li> </ul>
<b>Hazards to Navigation</b>	<ul style="list-style-type: none"> <li>• All hazards are reported to the relevant person in a timely and appropriate manner.</li> </ul>
<b>Team Contribution</b>	<ul style="list-style-type: none"> <li>• Works collaboratively to achieve the common goal.</li> <li>• Shows respect for what others are trying to achieve by actively listening and responding constructively.</li> <li>• Develop open and honest working relationship with other kaimahi.</li> <li>• Maintains good working relationships including good co-operation and communication between teams.</li> <li>• Looks for opportunities to help other teams.</li> <li>• Maintains a safe and tidy working environment.</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Acts within the Port of Otago values at all times.</li> <li>• Punctual time keeping for work and scheduled meetings.</li> <li>• Contributes positively to team meetings and Health and Safety meetings.</li> </ul>