

# POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



## DIESEL MECHANIC

<b>Reports To</b>	Workshop Supervisor
<b>Location</b>	Nelson
<b>Key Relationships</b>	Internal: <ul style="list-style-type: none"><li>• Workshop Supervisor</li><li>• Utilities Supervisor</li><li>• GM Environment, Infrastructure and Maintenance</li><li>• Maintenance Manager</li><li>• Maintenance personnel</li><li>• Workshop Administration Support</li><li>• Stores Coordinator</li><li>• Operational Teams</li></ul>
	External: <ul style="list-style-type: none"><li>• Contractors</li><li>• Suppliers</li></ul>
<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

To take a full and active role, based at the Port Nelson workshop, in maintaining the Company's mobile equipment fleet, including planned maintenance and reactive work.



## SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
<b>Maintenance Planning &amp; Organising</b>	<ul style="list-style-type: none"> <li>• Plan, coordinate, and undertake the repairs and maintenance of all equipment as required.</li> <li>• Liaise with Maintenance Supervisors on scheduling maintenance and repairs of all mobile equipment, keeping respective internal customers informed of progress and delays.</li> <li>• Prepare costs as required for day-to-day repairs and maintenance.</li> <li>• Be involved in providing budgetary indications of capital expenditure and high-value repair work for subsequent financial years.</li> <li>• Make recommendations on major repair and maintenance work.</li> <li>• Arrange and coordinate required materials and resources in a timely manner.</li> <li>• Allocate, carry out, and record maintenance tasks undertaken.</li> <li>• Source competitively priced equipment, materials, and parts from local and national suppliers.</li> <li>• Take part in the on-call roster once competent.</li> </ul>
<b>Mechanic</b>	<ul style="list-style-type: none"> <li>• Work alongside the mechanics to maintain and service plant and equipment in a safe and serviceable condition to a high standard of workmanship.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Complete a daily note and entry into the Asset Management system.</li> <li>• Maintain an accurate record of all mobile equipment owned by PNL.</li> <li>• Ensure that plant history and plant maintenance records are maintained.</li> <li>• Complete work orders for contractors.</li> </ul>
<b>Health &amp; Safety</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Take an active role in ensuring your safety and that of other members of the PNL team.</li> <li>• Encourage a safety-minded focus within your team and participate in resolving safety concerns.</li> <li>• Adopt safe work practices, know the safety rules for your area, and comply with all standard operation procedures.</li> <li>• Support the Company’s Drug and Alcohol Programme</li> <li>• Use all appropriate safeguards, safety devices, and personal protective equipment (PPE) provided.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Act when you observe unsafe behaviours and report all accidents/incidents/near-miss events.</li> <li>• Participate in incident investigations or H&amp;S Audits within your area as required.</li> <li>• Promptly report all hazards/maintenance relevant to plant and equipment.</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 safety and industry practices &amp; Unit standards as required.</li> <li>• OEM training</li> <li>• Leadership training</li> <li>• Operator training; move and test equipment.</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 PNL.</li> <li>• Any other project work or duties that may reasonably be required.</li> </ul>
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## SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Trade Certificate – Heavy Diesel, Material Handling, Motor Mechanic</li> <li>• Advanced Trade Certificate (desirable)</li> <li>• NZ Drivers Licence</li> <li>• Forklift Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Asset maintenance management systems experience</li> <li>• Electrical systems</li> <li>• Hydraulic systems</li> <li>• Can-bus systems</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic Computer skills (Outlook, Excel, Word)</li> <li>• Cummins Insite (Desirable)</li> <li>• Organising and planning skills</li> <li>• Effective communicator</li> <li>• Time management skills</li> <li>• Customer-focused.</li> <li>• Able to priorities and co-ordinate multiple tasks</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Even-tempered</li> <li>• Able to work effectively in a team or alone.</li> <li>• Clear thought process</li> <li>• Punctual</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:

