

POSITION DESCRIPTION




SECTION A

Port Nelson Limited 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.


POSITION:	Marine Facility Operator
REPORTS TO:	Slip Master
LOCATION:	Nelson

SECTION B

POSITION OBJECTIVE: 	To assist with the running of Nelson Marine Precinct (NMP) slipway operation in a safe, effective and efficient manner. Port Nelson Ltd manages the operations at NMP two slipways, ranging up to 2500t capacity.	
RELATIONSHIPS:	Internal	General Manager - Environment, Infrastructure & Maintenance Maintenance Manager Slip Master Slipway Assistant Maintenance Supervisor Utilities Supervisor Workshop team Marine team Environmental team
	External	Contractors Vessel Owners Suppliers
DELEGATED AUTHORITY:	As per delegated authority guidelines	
DIRECT REPORTS:	None	


SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Slipway:	<ul style="list-style-type: none"> • Grease and set up cradles. • Produce the wooden block to fit the vessels. • Assist and learn to load vessels on and off cradles. • Operate winches and other slipway machinery (forklift in the yard and on the wharf) • Operation of mobile boat hoist (after training complete) 550t Cimolai • Keep the yard tidy and presentable. Assist and supervise contractors when they are cleaning prior to vessel relaunch. • Develop skills to be able to read vessel drawings and work out blocking plans for vessels • Vessel line handling on wharf • Checking vessel trim and placing cradle ropes on the vessel prior to slipping • Sign slipping contract with vessel owner or rep prior to slipping. • Assist with MPI requirements when biofouling vessels. • Blocking of Vessels on hardstand.
Administration: 	<ul style="list-style-type: none"> • Accurate coding and creating purchase requisitions. • Generating and receipting purchase orders • Become efficient in the ordering process • Assist in identifying items requiring capital and maintenance expenditure for budgeting in subsequent years.
Refuse and Recycling Collection:	<ul style="list-style-type: none"> • Coordinate collection of rubbish skips, scrap and cardboard skips • Report any environmental events.
Continuous Improvement:	<p>Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL.</p> <p>Any other project work or duties that may reasonably be required.</p>
Safety:	Operations: <ul style="list-style-type: none"> • 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.

	<p>Reporting:</p> <ul style="list-style-type: none"> • 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 <p>Training:</p> <ul style="list-style-type: none"> • Participate in H&S training and keep up to date with H&S best practice. • Five staged levels of training that incorporates all activities on the slipway. This training is a staged approach over extended period of time and includes Operation of winch, Haul and Launch of vessels, Boat Hoist operation, blocking vessel, and Customer engagement.
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PERSON SPECIFICATION

Qualifications: Experience:	<ul style="list-style-type: none"> • NZ Drivers Licence • Forklift Certification • Vessel Experience • Mechanically minded
Skills and Knowledge: 	<ul style="list-style-type: none"> • Basic Computer skills (Outlook, Excel) • Organising and planning skills • Effective communicator • Time management skills • Customer focused • Able to priorities and co-ordinate multiple tasks
Personal Attributes:	<ul style="list-style-type: none"> • Calm under pressure • Customer service orientated • Able to work effectively in a team or alone • Clear thought process

BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

Accountability	To be accountable for our actions, our performance and the outcomes of these.
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 people around us in high esteem and show consideration.
Excellence	To continually strive to be the best at what we do.