

## POSITION DESCRIPTION




### SECTION A

Port Nelson Limited is owned by the Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.


<b>POSITION:</b>	Port Services Worker – Stevedore
<b>INCUMBENT:</b>	
<b>REPORTS TO:</b>	Operations Manager - Stevedoring
<b>LOCATION:</b>	Port Nelson Limited (“PNL”) and Shakespeare Bay, Picton


### SECTION B

<b>POSITION OBJECTIVE:</b>	To carry out loading and discharging of cargo duties for Stevedoring both in Nelson and Picton and all related responsibilities including maintain and repair stevedoring equipment.	
	Internal	Forestry & General Stevedoring Manager Operations Manager - Stevedoring Cargo Operations Supervisor Stevedoring Foremen and Supervisors Stevedoring team members
	External	Ships crew Shipping Agents External Stevedoring Companies
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines	

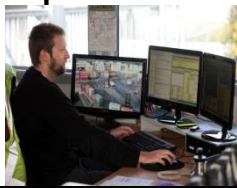
### SECTION C

#### KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
<b>Stevedoring Operations:</b> 	<p>Duties will include all such work in connection with the operations of the Company as may be directed by the Supervisor to meet the operational requirements of the Company and for which you have the skills or experience. These will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Carry out the specific stevedoring duties set out in the Standard Operating Procedures for the role employed (eg. crane operating, wharfhand; deckhand; hatchman etc)</li> <li>• All such work in connection with the operation of PNL for which you have the skills and experience, including work in departments other than Stevedoring or contracted out to other stevedoring work (C3/SSL).</li> <li>• Provide training in areas of operation where competent, in line with PNL Learner Guides</li> <li>• Operations as required in Picton</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain the PNL ASPIRE values</li> <li>• To be a positive and willing, contributing and adaptable member of the team at all times</li> </ul>
<b>Safety</b> 	<b>Operations:</b> <ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other members of the PNL team.</li> <li>• Encourage a safety minded focus within your team and participate in the resolution of 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>• Actively participate in any rehabilitation programme</li> <li>• Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided.</li> </ul> <b>Reporting:</b> <ul style="list-style-type: none"> <li>• Take action where you observe unsafe behaviours and report all accident/incidents/near misses</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> <b>Training:</b> <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>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting the initiative Journey to Excellence (J2E) by actively identifying ways (i.e. ideas) to improve how we operate at PNL.</li> </ul>

## PERSON SPECIFICATION

<b>Qualifications:</b> <b>Experience:</b> 	<ul style="list-style-type: none"> <li>• NZQA Stevedoring qualification (desirable)</li> <li>• Forklift and/or HT licence (desirable)</li> <li>• Experience in a range of stevedoring roles eg. forklift driving, crane operating, hatchman, deckhand, wharfhand, digger operator</li> <li>• Stevedoring experience on a range of cargo types</li> </ul>
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Team player with the ability to work cooperatively with others</li> <li>• Proactive with ability to use own initiative</li> <li>• Ability to work under pressure</li> <li>• Basic computer skills including the ability to use a smart phone.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• High degree of physical fitness</li> <li>• Willingness and potential for ongoing development</li> <li>• Excellent communication and listening skills – both face to face and radio communication</li> <li>• Be available for full range of shift work</li> <li>• Be available for work in other ports</li> </ul>

## **BEHAVIOURS – ASPIRE**

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

<b>Accountability</b>	To be accountable for our actions, our performance and the outcomes of these.
<b>Safety</b>	To act in a manner that prevents the risk of injury or danger.
<b>Passion</b>	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
<b>Integrity/Honesty</b>	To be truthful, upright and act according to what is right.
<b>Respect</b>	To hold people around us in high esteem and show consideration.
<b>Excellence</b>	To continually strive to be the best at what we do.