

POSITION DESCRIPTION




SECTION A

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

POSITION:	Slipway Assistant
REPORTS TO:	Maintenance Manager
LOCATION:	Nelson

SECTION B

POSITION OBJECTIVE: 	Port Nelson have two slipways ranging up to 2500t capacity and these provide an important service to our region. This role will be responsible for providing assistance at both our slipways to our Slipway Masters to support the running of our slipways in a safe, effective and efficient manner.	
RELATIONSHIPS:	Internal	Infrastructure GM Maintenance Manager Slipway Master (Nelson Slipway) Slipway Master (Calwell slipway) Maintenance Supervisor Utilities Supervisor Workshop team Environmental team
	External	Contractors Suppliers
DELEGATED AUTHORITY:	As per delegated authority guidelines	
DIRECT REPORTS:	None	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Slipway:	<p>Provide support with assisting vessels for slipways:</p> <ul style="list-style-type: none"> Responsible for greasing and setting up cradles Produce and prepare wooden blocks to fit vessels Ensures that wooden blocks fit vessels appropriately and safely Provide assistance with loading vessels on and off cradles Operate winches and other slip machinery (including forklift in the yard and on the wharf) Assist and supervise contractors when they are cleaning prior to vessel relaunch Read lines drawings and work out blocking plans for vessels Undertake vessel line handling on wharf Ensure vessel trims are checked and place cradle ropes on vessels prior to slipping Ensures that slipping contracts are signed with vessel owner or representative prior to slipping Ensures compliance with site Environment Management Plan and compliance with Resource consents
Administration:	<ul style="list-style-type: none"> Ensures accurate coding of all invoicing and purchasing Responsible for generating and receipting Purchase requisitions and orders in accordance with delegations Required to be efficient in MAXIMO for ordering purposes Provide assistance with identifying items requiring capital and maintenance expenditure for budgeting in subsequent years.
Facility:	<ul style="list-style-type: none"> Provide support with ensuring the appropriate upkeep and maintenance of yard, buildings, wharf and plant associated with both slipways Ensure both yards are kept tidy Coordinate collection of rubbish skips, scrap and cardboard skips from Workshop and Slipways
Continuous Improvement:	<ul style="list-style-type: none"> Support by actively identifying ways to improve how we operate at PNL.
Safety	<p>Operations:</p> <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

	Training: <ul style="list-style-type: none"> Participate in H&S training and keep up to date with H&S best practice
--	---------------------------------------------------------------------------------------------------------------------------------------------------

PERSON SPECIFICATION

Qualifications: Experience:	<ul style="list-style-type: none"> NZ Drivers Licence OSH Forklift Certificate General marine vessel Experience Mechanically minded and aptitude
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"> Customer service orientated Professional approach with ability to establish effective working relationships Able to work effectively in a team or alone

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.