

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:	Diesel Mechanic
INCUMBENT:	
REPORTS TO:	Workshop Supervisor
LOCATION:	Nelson


SECTION B

POSITION OBJECTIVE:	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.	
NATURE AND SCOPE:	As above.	
RELATIONSHIPS: 	Internal	Maintenance Supervisor Utilities Supervisor GM Environment, Infrastructure and Maintenance Maintenance Manager Maintenance personnel Workshop Administration Support Stores Coordinator Operational Teams
	External	Contractors Suppliers
DELEGATED AUTHORITY:	As per delegated authority guidelines.	
DIRECT REPORTS:	None	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Maintenance Planning & Organising	<ul style="list-style-type: none"> Plan, coordinate, and undertake the repairs and maintenance of all equipment as required. Liaise with Maintenance Supervisors on scheduling maintenance and repairs of all mobile equipment, keeping respective internal customers informed of progress and delays. Prepare costs as required for day-to-day repairs and maintenance.

	<ul style="list-style-type: none"> • Be involved in providing budgetary indications of capital expenditure and high-value repair work for subsequent financial years. • Make recommendations on major repair and maintenance work. • Arrange and coordinate required materials and resources in a timely manner. • Allocate, carry out, and record maintenance tasks undertaken. • Source competitively priced equipment, materials, and parts from local and national suppliers. • Take part in the on-call roster once competent.
<p>Mechanic</p>	<ul style="list-style-type: none"> • Work alongside the mechanics to maintain and service plant and equipment in a safe and serviceable condition to a high standard of workmanship.
<p>Administration</p> 	<ul style="list-style-type: none"> • Complete a daily note and entry into the Asset Management system. • Maintain an accurate record of all mobile equipment owned by PNL. • Ensure that plant history and plant maintenance records are maintained. • Complete work orders for contractors.
<p>Safety</p>	<p>Operations:</p> <ul style="list-style-type: none"> • Take an active role in ensuring your safety and that of other members of the PNL team. • Encourage a safety-minded focus within your team and participate in resolving 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 program • Use all appropriate safeguards, safety devices, and personal protective equipment (PPE) provided. <p>Reporting:</p> <ul style="list-style-type: none"> • Act when you observe unsafe behaviours and report all accidents/incidents/near-miss events. • 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 safety and industry practices & Unit standards as required. • OEM training • Leadership training • Operator training; move and test equipment.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Supporting the initiative Ki Te taumata 'to the summit' by actively identifying ways (i.e., ideas) to improve how we operate at PNL. Any other project work or duties that may reasonably be required

Qualifications: Experience:	<ul style="list-style-type: none"> • Trade Certificate – Heavy Diesel, Material Handling, Motor Mechanic • Advanced Trade Certificate (desirable) • NZ Drivers Licence • Forklift Certification • Asset maintenance management systems experience • Electrical systems • Hydraulic systems • Can-bus systems
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"> • Even-tempered • 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.