

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	• 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. 		







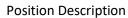


Be involved in providing budgetary indications of capital expenditure and high-value repair work for subsequent financial years. Make recommendations on major repair and maintenance work. Arrange and coordinate required materials and resources in a timely manner. Allocate, carry out, and record maintenance tasks undertaken. Source competitively priced equipment, materials, and parts from local and national suppliers. Take part in the on-call roster once competent. Work alongside the mechanics to maintain and service plant and equipment in a safe and serviceable condition to a high standard of workmanship. 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. Operations: 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. Reporting: 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 Training: Participate in H&S training and keep up to date with safety and industry practices & Unit standards as required.
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OEM training
Leadership training
Operator training; move and test equipment.
ontinuous Improvement • 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











Qualifications:	Trade Certificate – Heavy Diesel, Material Handling, Motor			
Experience:	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:	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:	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.	



