

# PORT NELSON

## 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>	Manual Handler QuayPack and Stevedoring
<b>INCUMBENT:</b>	
<b>REPORTS TO:</b>	QuayPack Supervisor
<b>LOCATION:</b>	Nelson

### SECTION B

<b>POSITION OBJECTIVE:</b>	To carry out manual handling of cargo and discharging/loading of cargo duties for QuayPack and Stevedoring and responsibilities including maintenance and repair of Port Nelson equipment.	
	Internal	QuayPack Supervisor/s QuayPack Operations Manager QuayPack team Operations Manager - Stevedoring Stevedoring Foremen and Supervisors QuayPack team members Stevedoring team members
	External	Ships crew External Stevedoring Companies Truck drivers
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines	

### SECTION C

#### KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
<b>QuayPack &amp; 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>• Efficiently assist in the day to day operations as directed by the Supervisor/Manager</li> <li>• Van/devan of containers using agreed load configurations</li> <li>• Conduct Container compatibility checks</li> <li>• Fit Container with flexi tank</li> <li>• Effectively sort layer boards in line with acceptance and reject standards</li> <li>• Conduct layer board repairs where required</li> <li>• Ensure customer standards are adhered to</li> <li>• Preparation of bottle pallets including wrapping and taping</li> </ul>

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	<ul style="list-style-type: none"> <li>• Container opening, sweeping and closing</li> <li>• Carry out receipt of inwards goods</li> <li>• Preparation of goods for loading, hand stacking and de-vanning of containers to load configurations</li> <li>• Undertake stocktaking responsibilities</li> <li>• Ensure cleaning regimes are carried out</li> <li>• Assist other team members with their duties when required</li> <li>• Any other duties as assigned by the Supervisor/Manager</li> <li>• Carry out the specific stevedoring duties including container lashing and wharf work</li> <li>• Maintain the Port Nelson ASPIRE values</li> <li>• To be a positive and willing, contributing and adaptable member of the team at all times</li> </ul>
<p><b>Safety</b></p>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other members of the Port Nelson 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> <p><b>Reporting:</b></p> <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> <p><b>Training:</b></p> <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>
<p><b>Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Actively identify ways to effectively and efficiently improve how we operate at Port Nelson and contribute proactively to continuous improvement initiatives</li> </ul>

**PERSON SPECIFICATION**

<p><b>Qualifications: Experience:</b></p>	<ul style="list-style-type: none"> <li>• Stevedoring &amp; Warehousing qualification/experience (min 2 years' desirable)</li> <li>• Forklift and/or HT licence (desirable)</li> <li>• Previous experience in related role (desirable)</li> </ul>
<p><b>Skills and Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• Computer skills – with inventory and/or warehouse systems experience (desirable)</li> <li>• Attention to detail</li> <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> </ul>

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	<ul style="list-style-type: none"><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, ability to do a full days physical work</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 a full range of shift work between the hours of Monday 0001 to Sunday 2359.</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.