

# POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



## STEVEDORE

<b>Reports To</b>	Operations Manager – Stevedoring
<b>Location</b>	Nelson
<b>Key Relationships</b>	<div>Internal: Forestry &amp; General Stevedoring Manager Operations Manager - Stevedoring Cargo Operations Supervisor Stevedoring Foremen and Supervisors Stevedoring team members</div> <div>External: Ships crew Shipping Agents External Stevedoring Companies</div>
<b>Delegated Authority</b>	As per delegated authority guidelines.

## SECTION A – OUR ORGANISATION

Port Nelson 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, *Kia āhei ki te kōkiri whakamua ki te taumata ā-rohe*.

Port Nelson is the maritime gateway for Te Taihū – a vital hub for economic activity and a key facilitator of our region's continued growth and prosperity. We are solution-focused offering world-class customer-orientated services alongside a highly experienced and knowledgeable team.

The values by which we operate our business are best described by the acronym ASPIRE, standing for:

### ACCOUNTABILITY

To be accountable for our actions, our performance and outcomes.

### 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 the people around us in high esteem and show consideration

### EXCELLENCE

To continually strive to be the best at what we do.

## SECTION B – POSITION PURPOSE

To carry out loading and discharging of cargo duties for Stevedoring in Nelson and all related responsibilities including maintaining and repairing stevedoring equipment.



## SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
<b>Stevedoring Operations</b>	<ul style="list-style-type: none"> <li>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:</li> <li>Carry out the specific stevedoring duties set out in the specific role related training for the tasks employed (eg. crane operating, wharf hand; deckhand; hatch person etc).</li> <li>All such work in connection with the operation of PNL for which you have completed the role training and have 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>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>Health &amp; Safety</b>	<p>Operations:</p> <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> <li>Be committed to the safety objectives of working safely thereby not endangering self or fellow workers by any act or omission within the job.</li> </ul> <p>Reporting:</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>Report all hazards to your Supervisor relevant to plant, equipment, machinery, materials, the working environment and work method.</li> </ul> <p>Training:</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>General:</p> <ul style="list-style-type: none"> <li>Commitment through action, participation, consultation and support of the workplace Health &amp; Safety Management Plan</li> </ul>
<b>Continuous Improvement</b>	<p>Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL.</p> <p>Any other project work or duties that may reasonably be required.</p>



## SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NZQA Stevedoring qualification (desirable)</li><li>• Forklift and/or HT licence (desirable)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience in a range of stevedoring roles e.g. forklift driving, crane operating, hatch person, deckhand, wharf hand, 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>• 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>

## ACKNOWLEDGEMENT

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I accept this job description identifies the key elements of the job for which I am accountable.

### Confirmed by Employee

Signed:

Date:

