

**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.


<b>POSITION:</b>	Line Handler
<b>REPORTS TO:</b>	Marine Superintendent (Tug Master)
<b>LOCATION:</b>	Nelson

**SECTION B**

<b>POSITION OBJECTIVE:</b>	To provide effective marine services through the provision of safe and efficient mooring and sailing operations from all PNL berths and non PNL berths within Port Nelson	
<b>RELATIONSHIPS:</b> 	Internal	Marine Operations Manager Marine Superintendent(s) Pilots Marine Plant Operators
	External	Ships' crew Contractors Agents
<b>DELEGATED AUTHORITY:</b>	As per the delegated authority guidelines	
<b>DIRECT REPORTS:</b>	None	

**SECTION C - KEY TASKS AND ACCOUNTABILITIES**

Key Accountabilities	Task
	<ul style="list-style-type: none"> <li>To provide line handling services to all arrival, departure and shift ship movements at PNL berths and non PNL berths within Port Nelson as required.</li> <li>To utilise the mooring capstans/fork hoists on all vessels requiring more than two linesmen in the manner detailed in the <i>Mooring Capstan Safe Operating Procedure</i> as amended from time to time.</li> <li>To provide communications with pilots on all matters and at all times during the shipping movement process.</li> <li>To provide water, garbage and phone utilities services to all vessels at PNL and non PNL berths within Port Nelson as required.</li> <li>Remove, tally and inspect all equipment associated with utilities provision prior departure of any vessel, obtaining acknowledgement from the vessel of exceptions, damage</li> </ul>

	<p>and shortages found. Complete incident reports and advise appropriate department where repairs or replacements are required.</p> <ul style="list-style-type: none"> <li>• To manage the disposal of garbage within the PNL Quarantine facility in the manner dictated by the MAF Quarantine Disposal Guidelines if required.</li> <li>• To undertake the erection and dismantling of tanker fences, the placing and transfer of the tanker hut at Main and McGlashen wharves as and when required.</li> <li>• To undertake the cleaning of wharf aprons and berth margins as and when required.</li> <li>• To transport pilots to/from vessels at berth or pilot vessel berth.</li> <li>• Storm watch in adverse weather conditions, including remaining at the Port during rostered on periods if so required.</li> <li>• To maintain the line handler personnel transport van in a clean and tidy condition.</li> <li>• To adhere to established rules in respect of reporting times for duty.</li> <li>• To adhere to established rules in respect of completion of duty times.</li> <li>• Be a positive and willing, contributing and adaptable member of the PNL team at all times.</li> <li>• All other tasks as directed for which the appointee has the skills and experience including the possibility of being trained to relieve on the tugs and pilot launches</li> </ul>
<p><b>Health &amp; Safety</b></p> 	<ul style="list-style-type: none"> <li>• Commitment through action, participation, consultation and support of the workplace Health &amp; Safety Management Plan</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><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 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> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Take action where you observe unsafe behaviours</li> <li>• Report all incidents/accidents to your Supervisor including near miss and damage incidents.</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,</li> </ul>

	<p>equipment, machinery, materials, the working environment and work method.</p> <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> <li>• Maintaining your personal fitness to a high standard so not to put yourself or others at risk due to the nature of the heavy work involved.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL.</li> <li>• Any other project work or duties that may reasonably be required.</li> </ul>

**PERSON SPECIFICATION**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Marine qualifications Required - Skippers Restricted Limits with 24m endorsement.</li> <li>• Mooring capstan qualified handler (training provided).</li> <li>• Fork hoist operator - "F" open road endorsement, PNL lines handling endorsement (training provided).</li> <li>• Tug deckhand qualified or trained if required</li> <li>• First Aid Certificate.</li> <li>• Drivers licence.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous marine / small boat/ port operations experience.</li> <li>• Computer literacy – basic Word, Excel and emailing</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills.</li> <li>• Planning and organising skills</li> <li>• Ability to work with minimal supervision</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Reliable, punctual and conscientious.</li> <li>• Self-motivated.</li> <li>• Customer focus.</li> <li>• Ability to work effectively with others.</li> <li>• Sufficiently fit and mobile to undertake the physical aspects of the position.</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.