



***South Port NZ***

**POSITION DESCRIPTION  
CONTAINER TERMINAL OPERATOR  
[PERMANENT]**

**[DECEMBER 2019]**



## PURPOSE AND OUR VALUES





## **POSITION DESCRIPTION**

### **Container Terminal Operator – Permanent**

#### **Position:**

Container Terminal Operator - Permanent

#### **Responsible to:**

Terminal Supervisor

#### **Direct Reports:**

Nil

#### **General Purpose:**

The container terminal team is responsible for moving export and import containers through the Port. The team is also responsible for loading and unloading containers ex vessel, road, rail and stacking and unstacking containers in the container terminal.

The Terminal can operate seven days a week. This is to enable export and import cargoes to get to markets quickly, and allow container ships to achieve fast, efficient and safe turnaround times.

Also includes vanning and devanning containers and other general cargo related duties.

#### **Qualifications & Experience:**

- Training provided as appropriate
- Previous experience operating medium-heavy machinery / forklifts / cranes
- OSH Forklift operating accreditation
- MPI Accredited Person certification
- Mobile harbour crane operating certification (if required)
- Container Surveying skills/certification (if required)

#### **Location:**

Island Harbour, Bluff



COMPETENCY (AND DEFINITION)	MEASURE
<p>1. Forklift operating – container activities</p> <ol style="list-style-type: none"> <li>Discharge and load containers/cargo ex road and rail</li> <li>Operate equipment required to process empty containers through the container depot</li> <li>Work in accordance with 24/7 vessel operating roster, including nights and weekends depending on vessel movements, as per contractual requirements</li> <li>Operate safely and efficiently by following safety guideline while operating crane to load, unload, or disperse cargo or materials thereby ensuring smooth movement of container in the yard/terminal</li> <li>Stack containers within the allocated areas in container terminal in a safe and effective manner and update their moves using specific terminal devices.</li> <li>Load and unload empty containers with safety precaution.</li> <li>Ensure containers are handled in proper method.</li> <li>Van and devan containers.</li> <li>Perform other ancillary duties as required.</li> </ol>	<ul style="list-style-type: none"> <li>Volume cargo throughput</li> <li>Feedback from supervisor(s) and management</li> <li>Performance monitoring</li> <li>Incident reporting</li> </ul>
<p>2. Crane – container activities (if required)</p> <ol style="list-style-type: none"> <li>Operate the crane when allocated to crane duties.</li> <li>Position the crane safely alongside vessel at the required area as per supervisor's instructions and in accordance with the crane programme.</li> <li>Maintain continuous operation at shift changeover times.</li> <li>Use operator rest break changeover times to ensure maximum rest and recovery.</li> <li>Keep up-to-date with all aspects of crane operator best practice and training.</li> </ol>	<ul style="list-style-type: none"> <li>Volume cargo throughput</li> <li>Feedback from supervisor(s) and management</li> <li>Performance monitoring</li> <li>Incident reporting</li> </ul>
<p>3. Forklift – General Cargo and other divisions</p> <ol style="list-style-type: none"> <li>Operate warehouse forklifts and general cargo machinery in General Cargo and other divisions, when required.</li> <li>Load and unload truck break bulk cargos.</li> </ol>	<ul style="list-style-type: none"> <li>Volume cargo throughput</li> <li>Feedback from supervisor(s) and management</li> <li>Performance monitoring</li> <li>Incident reporting</li> </ul>
<p>4. MPI &amp; Surveying Function</p> <ol style="list-style-type: none"> <li>Carry out reefer monitoring activities to comply with MPI and customer requirements.</li> <li>Carry out all MPI and surveying and wash activities in accordance with approved processes.</li> <li>Minimise the number of times a container must be handled while being processed.</li> </ol>	<ul style="list-style-type: none"> <li>Feedback from supervisor(s) and management</li> <li>MPI processes complied with</li> </ul>
<p>5. Cleaning and Maintenance:</p> <ol style="list-style-type: none"> <li>Perform pre-use inspection of all equipment operated and perform preventative maintenance to include but not limited to adding fuel, oil, and lubricants; cleaning and changing cables, filters, hoses, belts, fuses; adjusting brakes, clutches, limits and similar equipment or functions.</li> <li>Maintain service logs and report damaged and unsafe equipment to supervisor and/or maintenance for repairs</li> </ol>	<ul style="list-style-type: none"> <li>Compliance with systems and processes</li> <li>Vehicles, plant and equipment well-maintained</li> <li>Maintenance programmes complied with</li> </ul>

COMPETENCY (AND DEFINITION)	MEASURE
<ul style="list-style-type: none"> <li>c) Fertiliser hopper cleaning and movement to/from cargo operations and storage/wash facilities.</li> <li>d) Assist with cleaning up product spills using shovels, scoops and any specialised tools and equipment as required and certified to use.</li> <li>e) Perform routine maintenance on cranes and auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank.</li> <li>f) Ensure all vehicle cabins and windows are kept clear for maximum visibility.</li> <li>g) Assist with general maintenance and cleanliness in and around terminal and terminal office/admin and staff areas.</li> </ul>	
<p>6. Information</p> <ul style="list-style-type: none"> <li>a) Interact with planning and administration staff to ensure appropriate information is communicated effectively to maintain accuracy of terminal management system.</li> <li>b) Complete and maintain logbooks and other written and electronic records.</li> <li>c) Management and staff informed on time and aware of relevant issues.</li> <li>d) Report all irregularities to appropriate supervisor immediately.</li> <li>e) Ensure controlled documentation is handled according to procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with systems and processes</li> <li>• Reports submitted by deadline</li> <li>• No unreported irregularities</li> </ul>
<p>7. Ensuring and Promoting Safety Performance:</p> <ul style="list-style-type: none"> <li>a) Reporting: <ul style="list-style-type: none"> <li>(i) Report all incidents immediately.</li> <li>(ii) Nil lost time incidents.</li> <li>(iii) No repeat incidents.</li> <li>(iv) Prompt follow up of corrective actions.</li> </ul> </li> <li>b) Training: <ul style="list-style-type: none"> <li>(i) Actively undertaking and completing all required safety training and refresher training when required.</li> <li>(ii) Identify and report back on training gaps for self and others.</li> </ul> </li> <li>c) Environment <ul style="list-style-type: none"> <li>(i) Familiarise self with work environment.</li> <li>(ii) Keep work area clean and tidy and clear of hazards.</li> </ul> </li> <li>d) Compliance with safe work procedures <ul style="list-style-type: none"> <li>(i) Maintain safe work environment as it relates to proper storage of vehicles, plant and equipment.</li> <li>(ii) Wear correct PPE at all times.</li> <li>(iii) Deal with emergencies.</li> <li>(iv) Demonstrate safety consciousness.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Incident report forms</li> <li>• All incidents reported and documented</li> <li>• Documented training</li> <li>• Using correct safety equipment for the job</li> <li>• Effective response</li> </ul>
<p>8. Staff Meetings</p> <ul style="list-style-type: none"> <li>a) Participate in daily/weekly team meetings.</li> <li>b) Attend all compulsory staff meetings (unless rostered-on for essential duties).</li> <li>c) Action or follow-up on allocated tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• All meetings attended</li> <li>• Constructive engagement at all meetings</li> <li>• Tasks actioned and followed up as required</li> </ul>
<p>9. Additional Duties as Requested</p> <ul style="list-style-type: none"> <li>a) Carry out additional duties as required by supervisor and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from supervisor(s) and management</li> </ul>