



South Port NZ

**POSITION DESCRIPTION
MARINE OPERATOR - SERVICES
[PERMANENT]**

[1 NOVEMBER 2019]



PURPOSE AND OUR VALUES



KEY INTERNAL RELATIONSHIPS

- Marine Administrator
- Pilots / Tug Masters
- Tug Engineers
- Marine Operator – Tugs
- Health & Safety
- Port Security

CORE DUTIES: MARINE SERVICES

These are the prime duties for the Services Crew:

- Be available to co-ordinate and supervise line calling operations, ensuring sufficient personnel allocated to the task.
- Conduct mooring operations on the dockside for managed berths, including but not limited to:
 - Maintaining a safe working environment, including a toolbox talk and correct PPE prior to task/activity being undertaken.
 - Ensuring equipment available/maintained as required.
 - Communications with the ships Pilot/Master as to ships position and actions required.
 - Assisting with the landing/hoisting of the ships gangway to/from the wharf/dock.
 - Maintaining work and attendance records.
 - Conduct and maintaining training records for staff partaking in mooring operations.
- Provide Fresh Water to the vessels, including but not limited to:
 - Connecting FW to vessels as required.
 - Ensuring all equipment is maintained and kept in a clean and ready to use condition.
 - Maintaining records of volume of water delivered to a vessel.
- Provide garbage collection services to the vessel, including but not limited to:
 - Ensuring provision of bins as required by 3rd party contractors.
 - Maintenance/operation/cleaning of the HSTU.
 - Complying with all relevant MPI requirements.
- Prepare berth(s) where additional safety/security is required, including but not limited to:
 - Placement of cones for traffic flow.
 - Working within established rules and protocols relating to Health and Safety and Port Security.
- Maintenance of dock structures and equipment where applicable, including but not limited to:
 - Maintenance and records of fresh water pipes, hoses, ancillary equipment, wharf access points.
 - Gangways and associated lifting slings.
- Provide support to Syncrolift operations and understudy the Syncrolift operator.

OTHER DUTIES: MARINE OPERATOR-TUGS

Services Crew will also be required from time to time to cover for Tug Crew (this is always subject to being suitably qualified and trained):

- Be part of the tugs operational complement within the limitation of their Maritime New Zealand Competencies.
- Conduct crewing operations/duties as required ensuring the safe efficient operation of the vessel and its machinery, including but not limited to:
 - Crew for towing operations, including line handling.
 - Crew for mooring operations of the vessel being operated.
 - Safety/Security/Contingency Exercise's as required for the vessel.

- Maintain the tug(s) in a clean and tidy/ready to use condition.
- Ensure safe access when the vessel is docked alongside.
- Ensure the vessel is appropriately secured alongside.
- Report/record defects to the duty engineer; significant defects that affect the tug operation to be brought to the attention of the Marine Supervisor at the earliest opportunity.
- Participate in training and emergency drills as required.
- Conduct Planned Maintenance routines as per guidance from the Pilot / Tug Master / Tug Engineer / Management Team and their delegates.
- Complying with MOP, safety and pollution prevention regulations, operating procedures and work instructions at all times and to take the necessary precautions to protect themselves, the environment, the vessel and the Company.
- Conduct safety maintenance and or inspections as required; reporting any concerns or non-compliances in good time.
- Assist with planning, preparation and implementation and /or maintenance of audit requirements as directed for Maritime NZ; Class and Company internal system audit procedures.
- Oversee and co-ordinate specialist contractors to carry out maintenance activities on marine craft; including but not limited to:
 - Complying with established Permit To Work system.
 - Ensuring work conducted in a professional and safe manner in accordance with Company procedures.
 - Ensure work is completed to the required standard with records maintained.
- Assist with ensuring all equipment used to carry out Marine activities is suitably certified.

OTHER MARINE CRAFT OWNED OR OPERATED BY SOUTH PORT:

- Assist in maintaining other marine craft in a clean and tidy/ready to use condition.
- Conduct planned maintenance/repairs as required along with records to maintain "marine craft" in a safe operational condition.
- Conduct safety maintenance and or inspections as required; reporting any concerns or non-compliances in good time.
- Assist with planning, preparation and implementation and /or maintenance of audit requirements as directed for Maritime NZ; Class and Company internal system audit procedures.
- Oversee and co-ordinate specialist contractors to carry out maintenance activities on marine craft; including but not limited to:
 - Complying with established Permit To Work system.
 - Ensuring work conducted in a professional and safe manner in accordance with Company procedures.
 - Ensure work is completed to the required standard with records maintained.
- Assist with ensuring all equipment used to carry out Marine activities is suitably certified.

HEALTH & SAFETY

- Promote and adhere to the health and safety policies at the Port by ensuring that safe facilities are maintained and safe working practices are followed.
- As soon as reasonably practicable, report all incidents or accidents and identified hazards in accordance with the Company policy.

ENVIRONMENTAL

PACE (Port Achieving Combined Excellence)

- Actively participate in, and help drive, the Company's continuous improvement programme 'PACE' (Port Achieving Combined Excellence).
- Assist with process mapping and development and regular review of standard operating procedures within the Marine Department.
- Provide accurate and timely communication and reporting on processes to ensure efficient use of own time and other resources.

GENERAL

- Maintain a working knowledge of relevant legislation required for marine activities appropriate to the job role.
- Provide resource within the Marine Department when workloads allow.
- Assist with maintaining all Marine related records in a manner that meets the requirements of Maritime NZ and the Company.
- Such other duties as may reasonably be required to ensure safe and efficient performance of marine activities, as directed by the Marine Supervisor and or his/her delegate.

PERSON SPECIFICATION:

The following attributes and experience are sought for this position:

Knowledge, Skills and Experience

- Strong desire to comply with, uphold, implement the Company's safety management systems/policies.
- Willingness and ability to build a thorough knowledge and understanding of the relevant legislation as appropriate to their job role.
- Must have a strong personal commitment and interest in performing the required duties on an "as required" and "on demand" basis.
- Ability to consult, liaise, develop and maintain valued effective working relationships within the Marine Department and with other Company personnel.
- Competent in the use of computers.

Personal Qualities and attributes

- Genuine interest in, and commitment to, maritime safety and environmental outcomes.
- To be physically fit and able to perform the duties required of a Marine Operator, this may include manual handling, climbing ladders, entering confined spaces, working at heights, on board fire fighting and emergency duties as required by the vessels Muster List.
- Ability to build and maintain positive relationships.
- Ability to work without close supervision, and exercise good judgement on when to consult others.
- Willingness to comply with and promote established and approved policies and procedures (eg health and safety, security).
- Ability to devise, design and construct objectives to achieve goals.
- Willingness to promote and demonstrate the values of the organisation.
- Willingness to pursue personal and professional development initiatives.
- Willingness to comply with "duty of care" to both themselves and others.
- Willingness to comply with the Company "Drug and Alcohol" policies.

Qualifications:

- Maritime New Zealand Qualified Deck Crew (*replaced CDH and ADH*) (training provided) OR
- Maritime New Zealand Qualified Engine Room Watch Rating (EWR) (training provided)
- Current First Aid Certificate (training provided)
- Current Medical Certificate (as prescribed by Maritime New Zealand, Maritime Rules, Part 34: Medical Standards)
- Maritime Radio Operators Certificate (training provided)
- Enclosed Space Entry (training provided)
- Working at Height (training provided)
- Current driver's license.
- OSH approved Forklift Operators Certificate (training provided)

Career Progression:

- To SRL, after completing all tasks in the QDC training record book, gaining at least 200 hours' sea service, completing the tasks for the SRL training record book and passing an approved course.
- To Engine Room Watch Rating (EWR) as per STCW Regulation III/4.

MARINE SERVICES – PROPOSED DUTY ROSTER

Rotating four-weekly cycle

Key:

- 1 = 1st Call (Main lines calling)
- 2 = 2nd Call (Services duties and back up to 1st Call)
- 3 = Syncrolift duties (main duties to Syncrolift)
- N = Nights
- 2W = 2nd Call and into weekend
- W = Weekend duty

	Week 1							Week 2							Week 3							Week 4						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
MS 1	1	1	1	1	1			2	2	2	2	2 W	W		N	N	N	N				3	3	3	3	3		
MS 2	3	3	3	3	3			1	1	1	1	1			2	2	2	2	2 W	W		N	N	N	N			
MS 3	N	N	N	N				3	3	3	3	3			1	1	1	1	1			2	2	2	2	2 W	W	W
MS 4	2	2	2	2	2 W	W	W	N	N	N	N				3	3	3	3	3			1	1	1	1	1		