



## TASMANIAN PORTS CORPORATION PTY LTD

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Marine Operative
<b>REPORTS TO:</b>	Manager Towage
<b>DIVISION:</b>	Assets, Logistics and Marine
<b>CONDITIONS:</b>	TasPorts Enterprise Agreement 2019 (Marine Operative Level 2)

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#### PURPOSE OF THE POSITION

The purpose of the position is to support the division with day to day operational issues associated with shipping movements and general maintenance. At all times the discharge of duties must be undertaken in an efficient and co-operative manner as the position plays an important role in assisting vessel arrivals and departures.

#### KEY DUTIES

- Provide a level of marine expertise, knowledge and operational support to effectively and safely discharge all tasks associated with shipping and maintenance operations.
- Communicate clearly and precisely with management, duty personnel, and Port Control when performing normal day to day tasks.
- Be able to provide assistance, which may arise from time to time, with port emergency responses including training as required.
- Work with stevedores, agents, customers and all port users on issues that directly affect the divisions and Corporation's operations.
- Provide assistance and services to vessels whilst in port and perform general maintenance work on an as required basis.
- Perform any range of relevant duties associated with operational requirements according to skills, qualifications and training as directed by the divisions' management team.
- Participate in agreed 24/7 roster arrangements to facilitate the safe and efficient movement of shipping within TasPorts.
- Perform other duties as required in accordance with qualifications and competence.

#### LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Manager Towage, this position will operate under limited supervision and is responsible for managing their own fatigue, workload and priorities. This position operates within a team environment and is expected to solve problems relating to the position to ensure TasPorts operational needs are met.

##### **TasPorts Health, Safety and Environment Responsibility and Authority**

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*.

##### **Supervisory Responsibility**

Nil

#### KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Demonstrated ability to provide professional customer service.
2. Proven strong verbal, written and oral communication skills.
3. Display the ability to manage resources and time in order to assist with the planning and organization of work to adequately discharge a wide range of duties.
4. Current knowledge of OH&S requirements and responsibilities in the workplace and a demonstrated commitment to safe working procedures.
5. Demonstrated ability to work flexibly and with limited supervision.

## **QUALIFICATIONS**

### *Essential*

- Possession of current Master Class 5 certification.
- Possession of current MED III certification.
- Possession of current First Aid Level 2 certification.
- Current manual drivers licence.

### *Desirable*

- Experience in a shipping or Operations environment would be deemed an advantage with knowledge of Port emergency response procedures.