
ROLE DESCRIPTION**MARINE ENGINEER / CREW**

LOCATION: Picton, Marlborough Region

REPORTS TO: Port Manager

DIRECT REPORTS: Nil

THE BUSINESS CONTEXT: Port Marlborough is a values-driven, diverse port and marina business with operations across multiple sites in Picton and the Marlborough Sounds.

As Marlborough's regional port, we facilitate a wide range of shipping and marine activities including Cook Strait ferry operations, bulk cargo export, cruise and superyacht visits, aquaculture industry requirements and vessel maintenance. We also operate three significant marinas across the Marlborough Sounds under our Marlborough Sounds Marinas brand.

As a team we have a clear vision to lead the way as an environmentally restorative port, driving success for Marlborough.

Our mission is to deliver shared economic, social and environmental value through productive and enduring partnerships: People, Planet and Prosperity through Partnerships.

We are committed to applying our values of Hauora – value well-being, Kaitiakitanga – protect the future, Mahi Tahī – work together, Pono – act with integrity, and Kairangatira – deliver excellence, to everything we do.

PURPOSE: The Marine Engineer / Crew is a permanent, full-time member of the Marine Team, which provides towage and pilotage services to Port Marlborough's shipping customers.

The primary purpose of the role is to provide operational marine engineering services across the Port's fleet of two harbour tugs and the Pilot launch; and to assist with vessel crewing.

- Marine Engineering activities are focused on day-to-day operational requirements of the fleet in providing services to export shipping and ferry customers.
- The role also supports maintenance planning and services (including vessel compliance and survey requirements) to maintain the fleet in good working order and to meet all requirements of the MTOP.
- Crewing assignments aboard the company's marine fleet to optimise efficiency overall for the Marine Services operation are also an important part of the role
- If suitably qualified, assist with relief Launch Master duties include captaining the company's launch for delivery of the Maritime Pilot to and from international vessels.

Due to the nature of demand for Marine Services, a degree of flexibility is needed to deliver the variety of tasks required, and the 24/7 nature of shipping operations.

KEY RELATIONSHIPS: Marine Team, Port Services Team, Workshop Team , Port Manager, Harbour Master and representatives, contractors, suppliers, surveyors

KEY ACCOUNTABILITIES

Health and Safety, Risk and Compliance

- Observe all company Health and Safety policies and the Safety Management System (SMS) at all times
- Comply with all maritime regulations
- Freely communicate any health and safety concerns and actively pursue solutions
- Comply with all operational SOPs, ensuring that all responsibilities for record-keeping are fully met in a timely manner
- Participate and contribute to reviews of the Port and Harbour Safety Management Systems and risk assessments as required
- Report any deficiencies or issues that may compromise Health and Safety or increase risk to operations to Marine Manager, Lead Pilot or other members of the team
- Participate in emergency drills and Safety Management System reviews including hazard and risk identification
- Participate in safety audits and SOP reviews and other processes as required
- Report all incidents and accidents in accordance with SOPs, collecting any evidence as required

Marine Engineer

- Provide vessel engineer services for marine operations in coordination with vessel masters
- Prior to vessel movements, liaise with the vessel master to agree bunkering requirements; ensure that bunkering requirements are sufficient and are delivered in a timely manner
- Ensure marine plant and equipment are efficiently maintained to agreed service levels
- Report on marine maintenance tasks and marine issues as required
- Participate in budget planning and scheduling for planned vessel maintenance and capital projects as required
- Participate in development of vessel maintenance plan ('planned maintenance') as required, and assist in implementing maintenance plans
- Participate in development of vessel survey plans and vessel survey as required
- Manage contractors as required, ensuring compliance with all PMNZ H&S and contractor management SOPs

Vessel Crewing

- Undertake any crewing role on any PMNZ vessel as may be required to assist the efficient functioning of marine services
- Participate in training and drills as required to maintain currency
- Actively assist the Marine Manager and vessel masters with delivery of training where able
- Respond to out-of-hours emergency call-outs if available

Relief Launch Master (if suitably qualified)

- Serve as Launch Master on Port Marlborough vessels as required
- As Master ensure vessel operations comply with Maritime Transport Act, Maritime Rules, Council Harbour bylaws and directions
- As Master be responsible for the safety and wellbeing of crew on board; act as final authority while in command of the vessel

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- Oversee & perform emergency drills
 - As Master, if the vessel is involved in an incident (eg: close quarters), report to the Marine Manager and relevant authorities; collect and retain any evidence as required
 - Actively assist with crew training and ensure training records are completed
 - Assist PMNZ engineers in ensuring vessels are maintained to survey and meet the operational requirements as per Port MTOP
 - Liaise with engineers regarding bunkers and ensure vessels have enough bunkers and reserve bunkers prior to departure; ensure that bunkering of fuel is taken safely and checklists are completed prior

Other duties

- Comply with all health and safety, environmental, and quality requirements of the company
 - Participate in project teams, special projects and cross-business initiatives as required
 - Undertake any other duties that may from time-to-time be required
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COMPETENCIES REQUIRED

Mind-set

- Has a positive outlook and enthusiastic attitude; is well-humoured
 - Resilient and flexible; remains enthusiastic despite setbacks
 - Confident, motivated to achieve goals
 - Brings new ideas and motivation to the task or team
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Problem Solving

- Recognises issues, problems or opportunities across a range of situations
 - Breaks problems into simple list of tasks or activities
 - Identifies and solves immediate issues that may impact on an individual, team, and company
 - Anticipates long term issues/problems
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Initiative

- Takes responsibility for duties with little or no oversight
 - Recognises and takes process improvement actions without being requested to do so
 - Is able to make autonomous decisions relating to their area of responsibility
 - Takes responsibility for making decisions and takes actions relating to work
 - Has the ability to refer to others when assistance is necessary
 - Handles problems with minimal guidance
 - Does not rely on others to get the job done
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Teamwork

- Works effectively and co-operatively with others to achieve results and the team's goals
 - Takes a partnership approach to working with others; is fair-minded
 - Values and acknowledges others' input and expertise; is willing to learn from others
 - Acts appropriately and effectively within a team
 - Supports team decisions and shares information willingly
 - Feels accountable for the performance of the team
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Continuous Improvement

- Reviews and suggests improvements to processes
- Questions and challenges the status quo, keep what is good and change what is inefficient
- Considers how proposed changes in one process may impact on other processes
- Listens to and explores ideas suggested by others

Work and Project management

- Organises people, time and resources to achieve objectives
 - Achieves results to the desired standard and within timeframes
 - Resourceful – acts quickly using available resources to deal with issues in a practical, effective manner
 - Allocates appropriate time for work tasks, identifies dependencies, and develops timelines and milestones
 - Identifies more critical activities, and maintains focus on priorities
 - Monitors work progress, and makes early adjustments to plans if there are problems
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SKILLS, KNOWLEDGE, EXPERIENCE

- Current Mechanical Marine Engineer Class 5 or higher
 - Appropriate Certificates of Competency, Launch Master; minimum Skipper Restricted Limits would be an advantage
 - Current Marine Medical
 - Demonstrated extensive experience in vessel handling / crewing in command
 - Physically fit and active
 - Good interpersonal and communication skills
 - Full NZ driver's licence
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