

ROLE DESCRIPTION

GENERAL ENGINEER

LOCATION:	Picton, Marlborough Region
REPORTS TO:	Mechanical Lead
DIRECT REPORTS:	Nil
THE BUSINESS CONTEXT:	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. In addition, we 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 strategy is guided by five pillars: People, Planet, Prosperity, Partnerships and Performance. Together, these provide the framework for how we operate, grow, and create value for the region. Through People, we are committed to building a safe, inclusive, and rewarding workplace. Planet guides our ambition to restore and protect the unique environment we operate in. Prosperity reflects our role in supporting and facilitating Marlborough's economy and industries. Partnerships highlight the importance of working alongside regulators, iwi, customers, communities, and stakeholders. Performance ensures we deliver sustainably with discipline, efficiency, and accountability. 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. These values connect our vision and pillars with the way we work every day.
PURPOSE:	The General Engineer is a permanent, full-time member of the Workshop Team who together provide mechanical, carpentry and caretaker services to internal customers, servicing Port Marlborough's port and marina infrastructure and plant. Within the Mechanical group, the General Engineer proactively and efficiently undertakes general engineering and maintenance across port and marina facilities and plant. This requires versatile skills and a pitch-in attitude and may include a wide range of tasks from fitting and welding to repairing a water leak or maintaining plant or major port infrastructure. The workshop is very much a team environment where the team at times cross trades, working collaboratively together to achieve the required outcomes. An important facet of the role is taking a share of on-call duties which are rostered across the Mechanical group to provide 24/7 emergency cover for critical port infrastructure. There is also a requirement to undertake ships' lines work. (The remuneration structure for the role specifically recognises these on-call and overtime work components.)
KEY RELATIONSHIPS:	Workshop Manager; Workshop team; Engineering team; Port, Marina and Property Managers; Health and Safety Manager; General Manager Infrastructure and Environment; contractors; suppliers.

KEY ACCOUNTABILITIES

Health, Safety and Risk	- Demonstrate personal responsibility and accountability for Health, Safety & Wellbeing. - Observe all company Health and Safety policies and the Health and Safety Management System (HSMS)
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- Report events, trends, performance indicators, corrective actions and initiatives.
 - Complete corrective or preventative actions in agreed timeframes.
 - Observe company Health and Safety policies and the Health and Safety Management System (HSMS) at all times.
 - 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.
 - Report any deficiencies or issues that may compromise Health and Safety or increase risk to operations to Mechanical Lead or Workshop Manager.
 - Participate in emergency drills and safety reviews including hazard and risk identification.
 - Participate in safety audits and SOP reviews and other processes as required.
 - Report all hazards, near misses, incidents and accidents in accordance with company procedures.
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General Engineering

- Provide quality construction of capital works as directed
 - Provide maintenance services for various mechanical infrastructure including but not limited to link-spans, travel lift, wharf cranes, roller doors, hydraulic equipment
 - Undertake general engineering tasks such as water reticulation, plumbing, and hydraulics
 - Undertake scheduled inspections of mechanical infrastructure and plant as directed and accurately record all inspections on the company's maintenance management system
 - Assist with maintenance of vehicle fleet and plant as required
 - Report all identified faults and damage to the Mechanical Lead or Workshop Manager
Assess jobs and estimate resources required, including time, skills, and cost of completion
 - Schedule work in consultation with the Mechanical Lead to meet budgets and timelines
 - Communicate with internal and external customers and colleagues to ensure efficient and effective flow of information regarding jobs
 - Liaise with other tradespeople to ensure timely completion of projects
 - Undertake afterhours and on-call work as may be required from time to time
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General-hand duties

- Provide support to port operations as required
 - Assist with ships lines as required including after-hours lines duties
 - Remain flexible and assist colleagues with non-mechanical tasks as required
 - Undertake plant operation or spotter duties as required and where appropriately skilled and trained to do so. Plant may include, but not limited to:
 - Forklifts
 - Tele-handler
 - Crane
 - Workboats
 - Ensure that all plant operation complies with standard operating procedures for the plant and including undertaking any inspections and checks. Accurately record all hours of plant operation on timesheets
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	Undertake relief rubbish collection duties as required
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 - Accurately record hours worked on tasks on the Company's time sheet system - Undertake any other duties that may from time-to-time be required - Report any environmental incidents and near misses through the company's incident reporting processes.

COMPETENCIES REQUIRED

Hauora Wellbeing	- Help build a positive health, safety and wellness culture across the company. - Get personally involved in challenging unsafe behaviours and practices at all levels proactively addressing safety issues. - Report events, trends, performance indicators, corrective actions and initiatives. - Genuinely care about people. - 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.
Mahi Tahi Working Together	- Demonstrate empathy. Act fairly. Trust people to perform. Foster open dialogue and collaboration within teams. - Develop highly effective relationships with all internal and external customers. - Involve others in planning, decision-making and problem solving - Think about and take action to improve team dynamics, achievements and abilities. - Feel accountable for the performance of the team.
Kaitiakitanga Guardianship	- Help build a culture where we look to reduce our environmental impacts. - Look for ways to balance the needs of people, planet, prosperity and partnerships in decision making. - Reviews and suggests improvements to processes. - Questions and challenges the status quo, keeping what is good and looking to change what is inefficient. - Considers how proposed changes in one process may impact on other processes. - Listens to and explores ideas suggested by others.
Pono Integrity	- Act fairly and with integrity. - Foster open dialogue and collaboration. - Admit mistakes – own shortcomings. - Seek feedback. - Takes responsibility for duties with little or no oversight.

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- Recognises and takes process improvement actions without being requested to do so.
 - Is able to make autonomous decisions relating to his or her 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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Kairangatira

Deliver Excellence

- Be committed and driven in meeting the expectations and requirements of internal and external customers.
 - Establish and maintain effective relationships with stakeholders to gain trust and respect.
 - Act with the customers/stakeholders in mind.
 - Recognise issues, problems or opportunities across a range of situations.
 - Identify and solve problems that may impact on an individual, team and company.
 - Organise people, time and resources to achieve objectives.
 - Allocate appropriate time for work tasks, identify dependencies, and develop timelines and milestones.
 - Achieve results to the desired standard and within timeframes.
 - Monitor work progress and make early adjustments to plans if there are problems.
 - Act quickly using available resources to deal with issues in a practical, effective manner.
 - Identify more critical activities and maintain focus on priorities.
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SKILLS, KNOWLEDGE, EXPERIENCE

- Demonstrates cultural awareness and respect, including understanding of Te Tiriti o Waitangi and engagement with iwi.
 - Relevant Engineering Trade qualification required.
 - Mechanic experience / aptitude an advantage but not essential.
 - Welding experience.
 - Basic water reticulation skills an advantage.
 - Must have a full NZ driver's licence. Heavy Trade endorsement; forklift licence and other plant endorsements an advantage.
 - Current First Aid Certificate desirable.
 - Demonstrated versatility and ability to deliver on different tasks.
 - Common sense and a can-do attitude, practical and productive.
 - Physically fit, able and active.
 - Willing and able to undertake physical tasks in all weathers.
 - Basic computer skills an advantage.
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