

# POSITION DESCRIPTION

Port Nelson -The Region's Gateway to the World



## Forklift Operator & Layer Board Coordinator

<b>Reports To</b>	Branch Manager - MIP
<b>Location</b>	Blenheim
<b>Key Relationships</b>	Internal: <ul style="list-style-type: none"><li>• Branch Manager MIP</li><li>• Customer Service &amp; Admin Team</li><li>• People and Safety team</li></ul>
	External: <ul style="list-style-type: none"><li>• Trucking Contractors</li><li>• Cargo and Shipping customers</li><li>• WineWorks Tug Operators</li><li>• Visy Quality Control</li></ul>
<b>Direct Reports</b>	None
<b>Delegated Authority</b>	As per delegated authority guidelines.

### SECTION A – OUR ORGANISATION

Port Nelson is owned by Infrastructure Holdings Limited which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity, *Kia āhei ki te kōkiri whakamua ki te taumata ā-rohe.*

Port Nelson is the maritime gateway for Te Taihū – a vital hub for economic activity and a key facilitator of our region's continued growth and prosperity. We are solution-focused offering world-class customer-orientated services alongside a highly experienced and knowledgeable team.

The values by which we operate our business are best described by the acronym ASPIRE, standing for:

<b>ACCOUNTABILITY</b> <i>To be accountable for our actions, our performance and outcomes.</i>	<b>SAFETY</b> <i>To act in a manner that prevents the risk of injury or danger.</i>	<b>PASSION</b> <i>To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.</i>
<b>INTEGRITY/ HONESTY</b> <i>To be truthful, upright and act according to what is right.</i>	<b>RESPECT</b> <i>To hold the people around us in high esteem and show consideration</i>	<b>EXCELLENCE</b> <i>To continually strive to be the best at what we do.</i>

### SECTION B – POSITION PURPOSE

- Ensure layer boards are sorted consistently using the Visy standards and management of reject boards
- Ensure reject data is accurately recorded and communicated in a timely manner.
- Safely operate forklifts and perform all tasks associated with handling cargo across all QuayConnect warehousing operations.
- Liaise with both internal and external customers in a professional and appropriate manner
- Assist and support in any areas of Port Nelson's operations that you have been trained in.



## SECTION C – KEY ACCOUNTABILITIES

Key Accountabilities	Task
<b>Layer boards - Quality Control</b>	<ul style="list-style-type: none"> <li>• Ensure the Visy quality control standard for layer board sorting is met or exceeded.</li> <li>• Assist staff with the understanding of a reject board, providing training where necessary</li> <li>• Conduct layer board/pallet repairs</li> <li>• Maintain a tidy and organised work area</li> </ul>
<b>Data recording</b>	<ul style="list-style-type: none"> <li>• Maintain accurate recording of reject information based on Visy rejection criteria and communicate data in a timely manner.</li> <li>• WMS – receiving, put away, picking and load to container/truck via scanner is completed accurately.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Receive, unload and check documentation, product quality and locate inbound inventory items appropriately.</li> <li>• Record and track all cargo movements within the warehouse.</li> <li>• Accurately pick and prepare outbound orders for loadout</li> <li>• Manage layer board storage and movement requirements including de-stack and stack layer boards</li> <li>• Safely load trucks/containers and check documentation, product quality and minimise damage</li> <li>• Conduct manual handling tasks safely, ensuring compliance with manual handling trained techniques and processes.</li> </ul>
<b>Health &amp; Safety</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Take an active role in ensuring safety of yourself and other members of the PNL team.</li> <li>• Encourage a safety minded focus within the team and participate in the resolution of safety concerns.</li> <li>• Adopt safe work practices, know the safety rules for your area, and comply with all standard operating procedures.</li> <li>• Support and comply with the Company's Drug and Alcohol Programme.</li> <li>• Actively participate in any rehabilitation programme</li> <li>• Use all appropriate safeguards, safety devices, safety equipment and personal protective equipment (PPE) provided.</li> </ul> <p><b>Reporting:</b></p> <ul style="list-style-type: none"> <li>• Take action where you observe unsafe behaviours and report all accident/incidents/near misses to a manager.</li> <li>• Participate in incident investigations or H&amp;S Audits within your area as required.</li> <li>• Promptly report all hazards/risks/maintenance relevant to plant and equipment.</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Participate in H&amp;S training and keep up to date with H&amp;S best practice.</li> <li>• Assist with inducting and training new staff when required.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate.</li> <li>• Any other project work or duties that may reasonably be required.</li> </ul>



## SECTION D – KNOWLEDGE, SKILLS & EXPERIENCE

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Experienced Forklift Operator – OSH Certificate</li><li>• Demonstrate Manual Handling training and techniques.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Prior experience in a warehouse facility</li><li>• Excellent planning and organising skills.</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Proven data accuracy</li><li>• Intermediate computer skills – Excel or data entry experience preferred</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Commitment and focus on customer service, including working additional hours to meet customer demand when needed.</li><li>• Be adaptable and flexible with hours of work to meet customer requirements.</li><li>• High degree of physical fitness (Sorting layer boards, lifting, unpacking cargo, fitting flexis, and hand stacking containers).</li><li>• Communication skills - by radio and personal contact with other team members, drivers and customers.</li><li>• Ability to work in a team.</li><li>• Ability to work alone and problem solve issues as they arise.</li><li>• To be versatile and multiskilled and willing to work in any areas of PNL operations for which you have the skills and experience.</li></ul>

## ACKNOWLEDGEMENT

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I accept this job description identifies the key elements of the job for which I am accountable.

### Confirmed by Employee

Signed:

Date:

