1. POSITION DETAILS

Position:	Port Worker Boatyards
Reports To:	Boatyards Manager
Direct reports:	Nil
Starting location:	The primary operating base for this position is Bullock Island Boatyard.
Classification:	Port Worker Level 3A - Gippsland Ports Enterprise Agreement 2016 (as amended)
Salary Range:	$39.487 per hour (includes 25% casual loading) plus Employer Superannuation Guarantee
Time Fraction:	Casual
Preparation date:	April 2021
Reviewed:	
Approved by:	Chief Executive Officer Executive Manager Infrastructure and Operations Boatyards Manager

2. POSITION IN CONTEXT

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government's Department of Transport to deliver services and manage assets and infrastructure.

Services include:

- management of port and waterway safety and environmental values,
- planning for and the provision development and management of wharves, jetties, and designated coastal structures
- planning for provision and management of berths and moorings,
- installation and maintenance of Aids to Navigation,
- boatyards, slipways, and associated services
- hydrographic survey and provision of information to mariners
- maritime security management,
- dredging and channel management
- property management
- on-water fuel retailing,
- boat sewage pump out facilities.
- vessel repair and maintenance services through two boatyards
- marine pollution response
- marine events oversight
- a range of unspecified community service obligations,

- governance and administrative functions associated with a regional business with ???? employees and annual turnover more than

Major assets under GP management include:

- 800+ Aids to Navigation,
- 100+ wharves and jetties,
- 900+ berths and moorings, marine plant and equipment, property, seawalls, and boardwalks.
- Vessels plant and equipment including dredgers Tommy Norton and Kalimna
- Lakes Entrance - Gippsland Port Entrance structures

Gippsland Ports currently operates from 4 sites, Bairnsdale, Lakes Entrance, Paynesville, and Port Welshpool and has responsibility for 5 of Victoria's 14 Local Ports and 2 Declared Waterways that comprise 1400m2 of waterways located along the Victorian coast from Inverloch to Mallacoota.

Principal activities within and from the Ports and Waterways under Gippsland Ports' management include recreational boating, commercial charter vessel operations, Victoria's largest commercial fishing fleet, oil and gas industry services and coastal commercial shipping.

Position Overview

The Port Worker Boatyards position requires a suitably experienced and qualified person to;

- Under supervision perform high quality repairs, upgrades and services to a variety of commercial and recreational vessels and equipment;
- To assist with the safe and efficient operation of the Boatyards including travel lift,slipping and general operations; and
- To be accountable for their behaviour, work performance, safety and quality of work.

3. SIGNIFICANT WORKING RELATIONSHIPS

Internal

- Boatyards Manager
- BIBY Team Leader
- BIBY and PBY staff
- EHS Officer

External

- Boatyards customers
- Various contractors

4. SPECIAL CONDITIONS

The position may require travel between Gippsland Ports' facilities throughout its region.

The incumbent will be required to work at heights and within confined spaces and may require exposure to hazardous conditions, material or equipment.

5. KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities

• Under supervision, perform general vessel maintenance and repair work and provide support and assistance to Port Worker teams within the boatyards.	• Perform assigned duties safely, efficiently and cooperatively with the Boatyards team.
	• Promote a positive image of Gippsland Ports to the public and customers through professional standards and courteous and efficient work practices.
	• Support boatyard operations to ensure that available resources are used effectively and efficiently including;
	  ○ Hauling and blocking of vessels
	  ○ Pressure washing of vessels
	  ○ Scaffolding set up
	  ○ Vessel repairs and recoverable works commensurate with qualifications and experience
	  ○ Stock and consumables control
	• Operate position related plant, vehicles and vessels and perform maintenance commensurate with licences and competences including.
	  ○ Spray painting equipment
	  ○ Travel Lift
	  ○ Slipways
	  ○ Forklift
	  ○ Waste-water treatment plant
	  ○ Pressure washer
	  ○ Vehicles
	• Work in collaboration with port worker teams to assist with review and develop work procedures as required (SOPs).
	• Attend and contribute to designated workgroup toolbox and OHS meetings.
	• Assist with emergency, incident and oil spill response (when trained to do so).

The incumbent can be expected to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this level within Gippsland Ports.

6. Competencies relevant to the position:

Qualification/s	• Current Victorian drivers' licence (mandatory) • Construction Industry White Card (mandatory) • Marine qualification (an advantage) • Workplace First Aid Certificate (preferred) • Works over Water (mandatory in-house training) • Note: **Cancellation or suspension of either drivers or marine licence will impede the effective performance of required responsibilities and may result in termination of employment.**
Capabilities & Behaviours	• The ability to work safely and productively • The ability to develop strong working relationships and work effectively, collaboratively and harmoniously within a team environment. • Good interpersonal communications and customer service skills.

	• The ability to understand and follow directions. • Ability to comply with OH&S instructions and procedures. • Physically fit to suit activities of the position. • Ability to swim. • Literacy and numeracy skills to a level of proficiency for reading and understanding works instructions, MSDS, completing Job Safety Analyses, Gippsland Ports policies, preparing own time sheets and populating proformas such as leave applications.
Knowledge & Experience	• Knowledge of painting techniques, including spray painting, products and application equipment, mixing techniques and spray-painting equipment maintenance. • Knowledge of and experience with basic materials, methods, and tools and equipment involved with vessel construction and maintenance. • Knowledge of tools and equipment including application, care, serviceability, maintenance and repair. • Good understanding of applicable, OHS, safety and environmental risk management practices. and application of this knowledge in a workplace context, and commitment to workplace safety. • General basic computer literacy in word, excel and outlook programs (preferable)

7. KEY SELECTION CRITERIA:

- Understanding and experience in vessel maintenance practices.
- Knowledge of painting techniques, including spray painting, products and application equipment, mixing techniques and spray painting equipment maintenance.
- Demonstrated experience and capacity to work autonomously with limited supervision.
- Good interpersonal and communication skills including the ability to consult with Gippsland Ports' staff and customers.
- Equipment and vehicle licenses commensurate with position tasks.
- Victorian Drivers licence.
- OHS training and knowledge.
- Ability to work effectively within a team environment.
- Physical ability to carry out tasks of a general nature, commensurate with position responsibilities (a pre-employment medical will be required).
- Ability to swim.

8. ENVIRONMENT HEALTH & SAFETY REQUIREMENTS

All Supervising staff are required to implement and maintain the Gippsland Ports' EH&S Management Strategies in areas under their control ensuring compliance with legislative requirements and the established standards.

All other staff will assist the Manager of their work unit to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will participate in and contribute to EH&S, Designated Work Group and "Toolbox" meetings; develop safe work/operating procedures; and, provide appropriate information, instruction, training and supervision. Staff will also inform the Manager or the OH&S Representative of their work unit of any unsafe working practices or hazardous working conditions.

9. GIPPSLAND PORTS' EXPECTATIONS

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet Gippsland Ports' objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager/supervisor;
- Participate in the Annual Performance Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to Gippsland Ports' values and strategic plans;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Read, understand and comply with all Gippsland Ports' policies and procedures.