

# Position Description



## Depot Operator

<b>Date</b>	October 2021
<b>Purpose of position</b>	<p>The Depot Operator is responsible for providing various Wash, Repair, Survey and Sideload duties associated with the day to day running of the Dunedin Container Depot.</p> <p>These duties include:</p> <ul style="list-style-type: none"><li>• The movement of empty containers to and from both road and rail transport and yard storage.</li><li>• To safely meet the inspection, wash, and repair requirements to a standard complying with Ministry for Primary Industries (MPI) Biosecurity standards and customer expectations</li><li>• Assisting with the administration of the Electronic Invoice Receipt (EIA) process from creation to invoicing.</li></ul>
<b>Reports to</b>	<ul style="list-style-type: none"><li>• Dunedin Depot Supervisor</li></ul>

## Core Responsibilities

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Takes responsibility for own and others safety.</li><li>• Follows guidelines and procedures.</li><li>• Reports and escalates Health &amp; Safety issues appropriately (everybody's responsibility in every situation).</li><li>• Report all incidents accident and near misses accurately and in a timely fashion.</li><li>• Participates in induction and on-going training programmes.</li><li>• Ensure strict adherence to safety standards, statutory and legislative requirements, &amp; Port Otago policies and procedures.</li><li>• Comply with work area PPE requirements.</li><li>• Follow the "My Safety Assessment" personal task hazard process</li><li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li><li>• Attendance &amp; involvement at all Health and Safety meetings</li><li>• Support safe behaviours through the Port Otago random drug &amp; alcohol process</li></ul>
<b>Duties</b>	<p>The following are the main activities in the depot team;</p> <ul style="list-style-type: none"><li>– Wash (Wash Operator)</li><li>– Repair (Repair Bay)</li><li>– Survey</li><li>– Container movement (Side Loader Operator)</li></ul> <p>The core duties are;</p>

	<ul style="list-style-type: none"> <li>– Wash (Wash Operator)</li> <li>– Repair (Repair Bay)</li> </ul> <p>Additional training will occur for the duties of</p> <ul style="list-style-type: none"> <li>– Survey (IICL or equivalent training)</li> <li>– Container movement (Side Loader Operator training)</li> </ul> <p>Subject to operational needs team members may be directed to undertake any of the duties that match their skill base. You will be trained to meet these requirements.</p>
<p><b>Wash Activities</b></p>	<p>Wash activities include;</p> <ul style="list-style-type: none"> <li>• Wash</li> <li>• Wash repair</li> </ul> <p>Key responsibilities are;</p> <ul style="list-style-type: none"> <li>• Inspect containers prior to washing according to procedure, identifying MPI bio-security hazards.</li> <li>• Wash containers efficiently according to procedure to standards complying with Biosecurity and customer expectations</li> <li>• Make minor repairs to containers as directed</li> <li>• Make system records accurately and in a timely manner</li> <li>• Have wash pads ready for turnover to a specified time schedule that allows optimum use of machine time –this may require rest break times to be varied</li> <li>• Efficiently clean wash pads and surrounds (including drains and sump screens) daily – timing to be variable to work in with other wash pad tasks.</li> </ul>
<p><b>Repair Activities</b></p>	<p>Repair activities include;</p> <ul style="list-style-type: none"> <li>• Container Repair</li> <li>• Container Upgrade – including painting</li> </ul> <p>Key responsibilities are;</p> <ul style="list-style-type: none"> <li>• All container repairs are carried out as per worksheet and customer requirements. This will include structural repair and painting (for Dairy Board).</li> <li>• Manual lining and dusting of export containers as required by customers</li> <li>• Be capable of meeting IICL (International Institute of Container lessors) repair standards.</li> <li>• Work practices are efficient and timely.</li> </ul>
<p><b>Survey Activities</b></p>	<p>Key responsibilities are;</p> <ul style="list-style-type: none"> <li>• Be conversant and have knowledge of International Institute of Container lessors (IICL) inspection and repair manuals and of updated technical bulletins when circulated.</li> <li>• Undertake EIR inspection and estimation processing for Repair Survey.</li> <li>• Be conversant and knowledgeable of all leasing company customer inspection manuals and guides pertaining to variances of IICL criteria.</li> <li>• Inspect all container equipment delivered to city/depot and off site if required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand all shipping company client inspection and repair criteria manuals, bulletins and any variances.</li> <li>• Work practices are efficient and timely.</li> </ul> <p>Extra training will be provided to enable some operators to be able to undertake this activity e.g. IICL or equivalent training</p>
<b>Container Movement</b>	<p>Container movement activities includes;</p> <ul style="list-style-type: none"> <li>• Receipt &amp; Delivery of Containers</li> <li>• Mobile plant driving (Side Loader)</li> <li>• Receipt &amp; Delivery of Containers</li> <li>• Movement in yard between work centres and block stacks</li> </ul> <p>Key responsibilities are;</p> <ul style="list-style-type: none"> <li>• Provide a consistently high standard of receipt, delivery and storage of containers and cargo</li> <li>• Manual lining and dusting of export containers as required by customers</li> <li>• Ensure requested containers are from the correct shipping line stocks and booking references align before being loaded out.</li> <li>• Monitor yard storage to ensure best practice and yard efficiency.</li> <li>• In consultation with the Dunedin Depot Supervisor plan the daily work programme to ensure both resources and equipment are best utilised.</li> <li>• Responsible for yard cleanliness, yard housekeeping.</li> <li>• Be familiar with the stock data base systems.</li> </ul>
<b>Team Contribution</b>	<ul style="list-style-type: none"> <li>• Adhere to the operational procedures.</li> <li>• Promotes good housekeeping.</li> <li>• Develop open honest and respectful working relationships with all team members and members of the wider management group.</li> <li>• Seek ways to continually improve processes &amp; procedures.</li> <li>• Develop open honest and respectful working relationships with all team members and members of the wider management group.</li> <li>• Represents team activities appropriately providing support.</li> <li>• Promote a cohesive and inclusive team culture with colleagues.</li> <li>• Role model for the Port Otago values.</li> </ul>
<b>Systems Use</b>	<p>Use container management systems, depot management and Maintenance &amp; Repair systems to undertake depot activities;</p> <ul style="list-style-type: none"> <li>• Container movement</li> <li>• Record tasks required to complete Survey/Repair/Upgrade to customer standard</li> <li>• Edit container records accurately and in a timely manner</li> <li>• Ensures all protocols / biosecurity requirements are followed to meet or exceed compliance and regulatory requirements.</li> <li>• Maximise utilisation of system relevant to the task</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Plan developed identifying goals, actions and timelines and recorded.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take some responsibility for developing own personal plan in conjunction with the Dunedin Depot Supervisor.</li> </ul>
--	---

## Key Performance Measures

Key Performance Measures	
<b>Coordination of Containers and Cargo</b>	<ul style="list-style-type: none"> <li>• High standards of receipt, delivery and storage of containers and cargo are achieved.</li> <li>• Contribute to achieving 100% accuracy within the container and cargo stock systems.</li> </ul>
<b>Customer Satisfaction</b>	<ul style="list-style-type: none"> <li>• Customer expectations are met and surpassed.</li> </ul>
<b>Operational Performance</b>	<ul style="list-style-type: none"> <li>• Pack point rejection elimination.</li> <li>• Containers are repaired to accepted industry standards in an efficient and timely manner.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• High standards of receipt, delivery and storage of containers and cargo are achieved.</li> <li>• Contribute to achieving 100% accuracy within the container and cargo stock systems.</li> <li>• Company procedures are followed at all times.</li> <li>• All hazards are reported and followed-up.</li> <li>• The yard is kept safe and in order.</li> <li>• To always follow safe work practices and to be a role model for others.</li> <li>• All incidents and accidents are reported promptly and accurately.</li> <li>• All hazards identified are reported immediately</li> <li>• Zero Harm.</li> </ul>