

Position Description



Technical and Reliability Engineer

Date	April 2025
Purpose of position	<p>A key enabler to deliver our operational objectives by gaining deeper insight, using data and technology, to extract value and optimise the performance of Port Otago's plant and equipment.</p> <p>Meticulous management of the CMMS system to ensure comprehensive and accurate reporting on asset performance for all maintenance across the Port Otago business, to provide Leadership the reassurance of safe and efficient operations.</p>
Reports to	GM Marine and Infrastructure via Maintenance Manager and Fleet Maintenance Manager
Key Relationships	<ul style="list-style-type: none">• Marine Floating Plant Staff• Maintenance and Electrical Supervisors• Workshop Staff• Technical Clerk• Terminal Team Supervisors and Operations Managers• IT Team• Marine & Infrastructure Team• Finance Team• External Contractors• Suppliers
Qualifications	<ul style="list-style-type: none">• Marine Engineer Class 3 or 4 certification (expired or current) or equivalent military equivalent• Asset management qualification (desirable)• Experience in vessel engineering management, including time at sea and dry-dock (desirable)• Commercial acumen and good decision-making abilities• Ability to work effectively in matrix-reporting environment• Experience using databases and systems to effectively manage assets and associated information• Great verbal and written communication skills• Excellent accuracy and attention to detail• Proactive and resilient to change
Direct Reports	<ul style="list-style-type: none">• Technical Clerk

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">• Takes responsibility for own and others safety.• Follows all Port Otago Health and Safety guidelines and procedures.• Reports and escalates Health and Safety issues appropriately (everybody's responsibility in every situation).
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	<ul style="list-style-type: none"> • Report all incidents, accident and near misses accurately and in a timely fashion. • Participates in inductions, on-going training programmes and safety drills/briefings. • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow a “Take 5” personal task hazard identification process as required. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all Health and Safety meetings • Support safe behaviours through the Port Otago Random Drug & Alcohol process.
General	<ul style="list-style-type: none"> • Champion and lead reliability initiatives, leveraging data and technology to gain deeper insight to equipment health. • Provide equipment and asset management strategies that help shape decision making and feed into planning processes. • Continually optimise and reform systems and programmes of maintenance that demonstrate measurable benefit. • Support and contribute to the adoption of broader asset management strategies and their implementation. • Generate reliability initiatives aligned with the reduction of critical risk objectives. • Assist with regulatory compliance obligations across port functions and user groups. • Work collaboratively across work groups to share knowledge and insight that promotes continuous improvement. • Provide insight and contribute to replacement & renewal projects.
Fleet Maintenance	<p>Work with the Fleet Maintenance Manager to ensure:</p> <ul style="list-style-type: none"> • All statutory and Maritime New Zealand requirements pertaining to the Maritime Transport Operators Certificate are complied with. • Implementation and management of the annual maintenance plans within the CMMS for all vessels in conjunction with all crew and Plant services. • Support audit and inspection of the Port Otago Maritime Operators Safety System. • Support the maintenance of the Port Otago Maritime Operators Safety System records. • Recommendations on Operational, Training and Budgetary issues to General Manager Marine and Infrastructure. • Dry Docking of vessels is successful, including being onsite while work is completed.
Mobile Plant and Crane Maintenance	<p>Work with the Maintenance Manager to:</p> <ul style="list-style-type: none"> • Develop and execute work plans for trade staff ensuring effective utilisation of available labour, in consultation with maintenance supervisors.

	<ul style="list-style-type: none"> • Ensures parts are available for planned maintenance. • Create Job Plans detailing tasks, materials and labour required. • Create weekly and longer-term work plans. • Ensure known spare parts are available and capture details of other required material to add to job plans. • Prioritise and deliver to required work schedule. • Constantly adjust schedules to account for unexpected emergency work. • Ensuring optimal stock of spare parts and materials and where possible informing suppliers of material demands.
Continuous Improvement	<ul style="list-style-type: none"> • Encourage a continuous improvement culture. • Look to technology and innovation to do things better and more efficiently. • Assist with identification and improvement opportunities for cost and service quality. • Support implementation of Port wide improvement initiatives.
CMMS	<ul style="list-style-type: none"> • Act as SME for the CMMS, championing and leading CMMS capability via effective training. • Optimisation of CMMS related business processes. • Maintain accurate Planning and Scheduling processes. • Develop and Maintain all Maintenance Task documents. • Manage Work Orders, inventory and spares. • Oversee the Purchasing process. • Develop Maintenance Reports as required and provide input to the budget. • Produce data for Weekly and monthly Maintenance Schedules. • Ensure all statutory & regulatory tasks are planned, scheduled, completed, and documented appropriately. • Immediately notify management of any statutory or regulatory non-conformance issues related to all Port Otago critical assets and locations.
Reliability	<ul style="list-style-type: none"> • Provide timely advice to influence change management processes. • Provide knowledge and information available to allow continuous improvements to equipment reliability through industry best practice data. • Apply Services leadership to challenge the status quo and implement effective change management activities. • Take an active role in performance and business improvement processes. • Act as focal point for planning communication for floating plant, equipment and machine availability. • Coordinate predictive maintenance processes. • Manage the Oil Analysis process. • Manage and implement SLAs with OEMs. • Responsible for developing and continuously optimising the maintenance plan. • Determine maintenance cost-effective for significant assets.

	<ul style="list-style-type: none"> • Update CMMS where improvements have been identified. • Establish measurement systems to create dashboards providing visibility as to the health and lifecycle of Port Otago assets. • Identify options for Asset/component life extension. Utilize predictive technology to provide visibility of known and potential failures. • Create and maintain risk register for critical assets (failure identification and supportability).
Team Contribution	<ul style="list-style-type: none"> • Develop open honest and respectful working relationships with all team members and members of the wider management group. • Promote a cohesive and inclusive team culture with colleagues. • Be polite and courteous to all team members to maintain a professional environment. • Actively listen to other people's ideas and contribute positively to team activities. • Actively support the Port Otago Values through behaviour & leadership
Personal Development	<ul style="list-style-type: none"> • Plan developed identifying goals, actions, and timelines in conjunction with your manager. • Take some responsibility for developing own personal plan in conjunction with your Manager through Connect Conversations.

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Strive to fail safely and report any incidents to allow us to continually improve. • Any visitors or contractors have completed the online Health and Safety Induction, have completed a Site Induction and wear appropriate PPE. • Carry out >2 Take5 assessments with Trades Staff per Month. • Be involved in regular documented Hazard review processes. • Involved in safety inspections with relevant team members.
Operational Performance	<ul style="list-style-type: none"> • Equipment performance elevated • Measurable cost base reduction • Efficiency gains materialised through shorter turnaround times • Stakeholder feedback • Beneficial sustainability outcomes • Contracted preferred service partners

	<ul style="list-style-type: none"> • Budget compliance
Process Improvement	<ul style="list-style-type: none"> • Participation in activities that aim in improving outcomes in: • Organisation value • Productivity • Health and safety • Team performance • Financial cost reduction
Teamwork	<ul style="list-style-type: none"> • Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.
Values	<ul style="list-style-type: none"> • Acts within the Port of Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.