

WORK IN THE CENTRE OF THE ACTION



MARINE SERVICES CREW

POSITION PROFILE

Business Group:	People Safety and Marine	Reporting to:	Marine Operations Manager
Location:	Wellington	Date:	April 2025

CentrePort is a key strategic asset for the central New Zealand economy. We're investing in our people, technology, assets, and systems to ensure we are a 21st century Port that delivers for customers and continues to drive economic growth. CentrePort isn't just Wellington – we're excited by the expanding regional hub network that extends out to Taranaki, Whanganui, the Wairarapa, and Manawatu.

Our Company Vision

To be the **PORT OF CHOICE** for Central New Zealand.

Our Values and Guiding Behaviours



Be safe

- We always take personal responsibility.
- We live safety 24/7 looking after ourselves, our mates, port users, and our whanau and family.



One team

- We work together to achieve our shared goals.
- We celebrate success, have fun and play our part to create a great place to work.
- We're always straight up; operating with trust, integrity and respect.



Aim higher

- We're bold, ambitious and extremely competitive.
- We think ahead and always look for ways to get better at everything we do.
- We pride ourselves on continually creating more value for our customers, shareholders and community.



Make it happen

- We always deliver on our promises.
- We have a 'can do' attitude and always find ways to overcome challenges and get things done.

Business Unit Purpose:

People, Safety and Marine:

The key role of the People, Safety and Marine Business Group is to:

- Provide our leaders and people with the capacity, including tools, processes and expertise to deliver our strategic objectives.
- Lead the effective delivery of practice across organisational development, workforce planning, performance management, talent management, remuneration and benefits, employee relations, learning and development, health and safety and wellbeing, enterprise risk and environmental management for CentrePort.
- Lead the creation of a high performing, employee engaged culture in line with CentrePort's Vision, strategic objectives and Values.
- Ensure the effective and efficient management of CentrePort's Marine Services activities.

Role Purpose and Scope:

The purpose of the Marine Services Crew's role is to:

- Support the Tug Master and Engineer to achieve safe, reliable, and cost-effective operation of CentrePort tugs.
- Support the safe, reliable, and cost-effective operation of other vessels operated by CentrePort as well as effective and safe completion of other tasks as allocated.

Key Result Area	Accountabilities
Health and Safety	<ul style="list-style-type: none">• Comply with the Health and Safety at Work Act 2015 and the Company's documented health and safety policies, regulations and procedures; this includes, but is not limited to:<ul style="list-style-type: none">○ Participating in the identification of health and safety, environmental and risk control issues.○ Following correct and safe work practices, and reporting unsafe conditions and practices.○ Wearing appropriate Personnel Protective Equipment as specified.○ Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.• Participate in other Risk Control initiatives as required.
Pilot Transfers (and other requirements involving the launch)	<ul style="list-style-type: none">• Transfer Harbour Pilots to and from vessels as required ensuring the safety of Pilots and Launch Crew is always maintained.• Ensure additional services requiring the use of the launch are carried out in accordance with best practice and good seamanship.• Provide advice on best heading and speed for transfers.
Pilot Launch Operation	<ul style="list-style-type: none">• Ensure the operation of the launches is consistent with good seamanship and with any directions detailed in the Training Manual or in any Operational Manual.• Undertake all personnel transfers with full consideration for the safety of the launch and all personnel.• Recording of all launch operations on the electronic Log book system and appropriate MOSS forms.
Tug Operations	<ul style="list-style-type: none">• Ensure the normal duties of a Marine Services Crew are fulfilled and that the Tug Master and Tug Engineer are assisted in ship-assist operations and with tug maintenance.

Navigation and Manoeuvring of Floating Plant, Security and Compliance	<ul style="list-style-type: none"> • Ensure the navigation and manoeuvring of any launch (or tug if so trained) is subject to good seamanship and is always directed and controlled in a safe manner. • Maintain the security of any vessel and ensure that all Harbour Bylaws, statutory and maritime rules and regulations are complied with.
Essential Maintenance, Safety Management and Drills	<ul style="list-style-type: none"> • Make sure launches or tugs (as appointed for duty) are kept in a state of constant readiness by ensuring that defective equipment is promptly repaired or replaced. • Inspect life-saving equipment regularly, promptly repairing or replacing defective equipment. • Maintain vessel's accommodation, launch cabin, engine room and other spaces in a clean and tidy condition. • Ensure Safety Management schedules and requirements are maintained as required by the MOSS. • Undertake regular emergency drills.
Routine Maintenance	<ul style="list-style-type: none"> • Maintain deck equipment and steelwork aboard the launch or tugs. • Prepare and paint the decks and superstructure of the decks and the superstructure of the launch or tugs. • Carry out routine maintenance in the engine room of the tugs or launch.
Navigational Hazards	<ul style="list-style-type: none"> • Report navigation hazards, or faulty navigation aids to the Master or Marine Services Manager or as appropriate.
Fuel/Supplies	<ul style="list-style-type: none"> • Ensure launches are always kept bunkered. • Order deck stores and supplies as necessary. • Maintain fuel and other consumable supply logs.
Training	<ul style="list-style-type: none"> • Undertake any training necessary by Codes, Rules and as required by the company. • Recognising the remote work site situation of the launches and tugs when working, undertake First Aid training and ensure the resulting certificate is kept current.
Other	<ul style="list-style-type: none"> • Assist with the provision of ships services and assisting with any operation within the company which is within the training, capabilities and experience of the position holder. • Complete other tasks or special projects as assigned by management from time to time. • Carry out other duties within capability as directed.
Direct Reports	Nil
Delegated Authority	Authorisation of expenditure and payments up to the maximum delegated to the position. Refer to the current approved Delegated Approval Limits list.
Performance Criteria	A Performance and Development Plan may be developed that reflects the contribution the role holder is expected to make towards achieving the team's objectives and measures. The Plan will contain

objectives that are consistent with the Key Result Areas for this Business Unit.

Person Specification

Key Experience, Qualifications, Skills Required

The incumbent will have the skills, qualifications, and experience necessary for this position, including:

- Experienced working at sea.
 - Preferred Seagoing Qualifications: Qualified Deck Hand / Able Seaman/ Skipper Restricted Limits.
 - First Aid Certificate.
 - Maritime NZ Certificate of Medical Fitness.
 - Attendance at a sea survival course would be advantageous.
 - Competency in standard office computer systems such as Microsoft Office.
 - The employee must be physically fit and be able to withstand being at sea in adverse and harsh weather conditions.
 - Due to the role covering 24/7 the employee must be able to work irregular hours.
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