

# WORK IN THE CENTRE OF THE ACTION



## DEPOT GENERAL HAND

## POSITION PROFILE

<b>Business Group:</b>	Port Operations	<b>Reporting to:</b>	Depot Supervisor
<b>Location:</b>	Wellington	<b>Date:</b>	June 2026

CentrePort is a key strategic asset for the central New Zealand economy. As New Zealand's busiest port we are "At the heart of connecting New Zealand's supply chain and transport system". We aren't just Wellington – we focus on our people, our environment, our communities and our customers and through our associated companies we connect the Port to our regional hub network that extends out to Taranaki, Whanganui, Marlborough, 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:

### Port Operations:

The key role of Port Operations is to:

- Provide safe, effective and efficient service delivery to CentrePort's clients and to manage all operational activities related to containers, break bulk, bulk fuel, cruise and ferries.
- The key contributions to CentrePort are the effective and efficient cost management through a variety of means including employee work practices, optimal use of assets, use of technology and leveraging the logistics supply chain.
- Areas of accountability include terminal operations (including containers, empty depot, break bulk and rail), ferries, cruise, satellite sites, engineering & maintenance, and security.
- Port Operations contributes equally with other CentrePort groups to the development and achievement of CentrePort strategies.

## Role Purpose and Scope:

The purpose of the Depot General Hand role is to carry out preparation work, minor repairs and container washing, to meet the Depot's standard business practices, related to empty container preparation.

### Key Result Area

### Accountabilities

#### Health and Safety

- 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:
  - 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.

#### General Hand Duties

- Fit Hide Liner Bags or Flexitank to the inside of containers.
- Carry out basic container preparation, excluding 'hot' work (welding/cutting), utilising mainly hand tools and basic power and hydraulic tools.
- Record and report details of containers and work completed.
- Spray paint repaired containers as scheduled or required.
- Continuously look for ways to identify opportunities to positively impact the customer's experience.

#### Equipment & Work Environment

- Keep the work areas clean and tidy to standards set by CentrePort.
- Ensure equipment used is in a continual state of operational readiness and safely operated.

	<ul style="list-style-type: none"> <li>• Clean all tools and lock away securely at the end of the day.</li> <li>• Report defective parts and mechanical/electrical malfunctions and follow up as required.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Participate in role and organisation-related training activities, courses and programmes.</li> <li>• Assist fellow workers in a congenial and 'team spirited' manner with tasks as the need arises.</li> <li>• Carry out other duties within capability as directed.</li> </ul>
<b>Direct Reports</b>	Nil
<b>Delegated Authority</b>	Authorisation of expenditure and payments up to the maximum delegated to the position. Refer to the current approved Delegated Approval Limits list.
<b>Performance Criteria</b>	A Performance and Development Plan will be developed that reflects the contribution the role holder is expected to make towards achieving the team's objectives and measures. This plan will contain objectives that are consistent with the Key Result Areas for the Company.

## Person Specification

### Key Experience, Qualifications, Skills Required

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

- Ability to operate basic power equipment safely.
- A Class 1 New Zealand Driver's licence. A forklift endorsement or current OSH Forklift certification is desirable.
- Ability to work with minimum supervision, self-manage day to day duties, and make appropriate decisions as required and carry out decisions based on training, skills and experience.
- High levels of initiative, a strong work ethic and a great attitude.
- Reasonable level of numeracy and literacy.
- Ability to use computer hardware and software (e.g. handhelds, tablets).
- Good general physical fitness.
- Flexibility and adaptability to cope with daily tasks changing with minimal notice.
- Highly safety conscious.
- Ability to communicate both written and verbal effectively.
- Willingness to develop personal skills and progress through the opportunities offered.