



Position Description

Gate Officer Operations

Purpose:

The Gate Officer is primarily responsible for the timely receipt, handling, transit and delivery of all customer cargo inbound and outbound containers either by rail or road. This includes ensuring that all containers are gated in and out and that corresponding documentation is complete and accurate.

Additionally, the role is responsible for maintaining a container inventory listing, ensuring that this is accurate and up to date at all times and that the information reflects the containers that are actually on the site.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk"

Dimensions:

Reports to: Container Terminal Manager

Responsible for: *Nil*

Location: *Wellington*

Budget: *Nil*

Internal Contacts: Freight Operations Management
Terminal and Container Transfer sites
Linehaul Service Managers
HSE staff
Kiwirail employees

External Contacts: Customers
Suppliers
Relevant Agencies eg: MAF
General Public



Key Accountabilities

Gate in / out
<ul style="list-style-type: none"> • Ensure all containers are gated in against correct booking numbers and all container number(s) and documentation, including hazardous goods documentation, are correct by "sighting" container • Monitor and maintain the integrity of container grids and ensure regular ground checks are made to achieve customer service standards • Maintain a container inventory listing in CTMS, ensure this is accurate and reflects containers which are actually on site. In addition, carry out a daily reconciliation to identify containers which have been grounded more than 24 hours • Ensure all containers are gated out as they leave the CT site by truck / train or local circuit shunt and that correct documentation is presented for any containers being uplifted • Co-ordinate reefer cargo, hazardous and over dimension cargo in accordance with procedure and legislative requirements and regulations • Manage rail container fleet under terminal control • Ensure all reefer monitoring history, revenue spreadsheets and relevant checks are completed and are up to date • Record all return containers to KiwiRail site • Electronically accept all containers with appropriate documentation including hazardous containers.
Zero Harm
<ul style="list-style-type: none"> • Responsible for complying with all rail safety system standards, codes, procedures and statutory requirements within your area of accountability. • Responsible for the identification and reporting of accident, incident, safety or environmental hazard identified within your area to your immediate manager • Promotes zero harm and identifies non-zero harm behaviours to ensure full team engagement • Adhere to KiwiRail's health and safety requirements and take responsibility for maintaining a proactive approach regarding both personal wellbeing as well as that of fellow employees, associated customers, sub-contractors and members of the public. • Promotes a clean and tidy workplace to prevent falls, trips and manual handling injuries
Documentation
<ul style="list-style-type: none"> • Keep accurate records and filing for shipping company containers arriving and departing the CT Site and ensure repositioned containers are accurately weigh billed and moved to correct locations/destinations • Check inbound container documentation for completeness and correctness with particular note of details about temperature sensitive and perishable product and that temperature sensitive containers are accurately recorded as to correct set temperature and time on / off power. • Check all container consignment notes and hazardous goods declarations for completeness prior to accepting containers and arrange movement and documentation of cargo for site specific requirements.



Training and Development

- Undertake both On The Job Training for the set designation plus attend training courses run by the company, or external agencies as and when required to fulfil the requirements of the position

Person Profile

Essential:	Desirable:
<ul style="list-style-type: none">• Minimum of 2 years' work experience in logistics/shipping/cargo/• Forklift driving/freight forwarding or a similar role• High level of competency in Microsoft (Word, Excel and Outlook)• Excellent written and verbal communication skills• Effective radio procedures• Experience with waybills and cargo/shipping/transport documentation• A champion for Health and safety	<ul style="list-style-type: none">• 3 or more years' work experience in logistics/shipping/cargo/forklift driving/freight forwarding or a similar role• Previous experience within the Rail environment• Knowledge of Amicus, CTMS or other computer databases• Knowledge of business and process improvement• Previous experience working shiftwork

Education:

Essential:	Desirable:
<ul style="list-style-type: none">• NCEA Level 1 or equivalent• Full drivers' license with no restrictions• Current OSH certificate (with at least six months remaining period of validity)	<ul style="list-style-type: none">• NZCE or other tertiary qualification• Dangerous Goods Certificate• Hazardous Substances training• Current Class 2 (with F endorsement) for forklifts with gross laden weight exceeding 18,000 kg

