



# Position Description

## Container Terminal Operator

### **Purpose:**

As a Container Terminal Operator your primary task is the movement of containers to and from trucks and rail wagons to ensure that cargo is moved and delivered on time, in full and in accordance with standard operating procedures.

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:** Operations Manager – note: day to day workflow management of this position is through the Team Leader.

**Responsible for:** NIL

**Location:** *[Enter the location of the position]*

**Budget:** NIL

**Key Internal Contacts:** Freight Operations Management  
Terminal and Container Transfer sites  
Linehaul service managers  
HSE staff  
Kiwirail employees

**Key External Contacts:** Customers  
Suppliers

### **Key Accountabilities**

CT Operations
<p>Key operational accountabilities are:</p> <ul style="list-style-type: none"> <li>• the movement of containers on and off wagons and trucks onto the CT site as per work orders</li> <li>• the processing of work orders and consignment notes relevant to each movement</li> <li>• the movement of containers to site specific locations where required, ensuring all specialist containers (reefers) are managed accordingly</li> <li>• regular checks on containers to ensure twist locks and pins are in place, freight is contained, and setups completed</li> <li>• regular ground and yard checks to ensure containers are where they’re meant to be - promptly report any irregularities to team leader/management (damaged containers, spills, containers left lying about etc)</li> <li>• the management of hazardous and over dimension containers ensuring they are moved according to terminal procedures, relevant regulations and the appropriate documentation</li> <li>• the loading and unloading of containers according to the stow plan and compliant with HSE requirements</li> </ul>



- tracking the movements of containers – both inbound and outbound to ensure delivery in full and on time
- communicating clearly always - between the CT Site / Yard and Gate House for wagon and container movements

## Zero Harm

**CT Operations is a highly hazardous environment where safety is paramount. All employees must ensure they comply with and promote all rail safety system standards, codes, procedures and statutory requirements.**

Promote zero harm principles and practices and identify and manage non-zero harm behaviours by:

- complying with all rail safety system standards, codes, procedures and statutory requirements within your area of accountability
- pro-actively identifying and reporting accidents, incidents, safety or environmental hazards to your Team Leader/ Manager.
- by maintaining a proactive approach regarding both personal wellbeing as well as the wellbeing of fellow employees, customers, sub-contractors and members of the public.
- immediately reporting any emergency and environmental incidents.
- promoting and driving a clean and tidy hazard free workplace
- ensuring procedure / Process for handling Dangerous Goods is strictly followed.
- ensuring you keep up to date with all safety bulletins, changes to codes and practices
- ensuring attendance and active participation at all toolbox meetings

## Training and Development

Maintain requisite licenses, certifications etc. and build on skills levels and capability by

- undertaking On the Job Training
- attending 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"> <li>• Minimum of 2 years' work experience in logistics / shipping / cargo</li> <li>• Forklift driving / freight forwarding or a similar role</li> <li>• Basic level of competency in Microsoft (Word, Excel and Outlook)</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more years' work experience in logistics / shipping / cargo / forklift driving / freight forwarding or a similar role</li> <li>• Previous experience within the Rail environment</li> <li>• Knowledge of Amicus, CTMS or other computer databases</li> <li>• Previous experience working shift work</li> </ul>

## Education:

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



Last Updated 8-Sep-21

