

# Position Description



<b>Position Title:</b>	Port Worker Boatyards
<b>Position Objective:</b>	This role performs high quality repairs, upgrades and services to a variety of commercial and recreational vessels and equipment, with a focus on applying paints and protective coatings, using spray and other equipment. The role will also assist with the operation of the Boatyards including travel lift, slipping and general operations.
<b>Business Unit:</b>	Infrastructure and Operations
<b>Location:</b>	Paynesville Boatyard
<b>Reports to:</b>	Team Leader Paynesville Boatyard
<b>Supervises/Manages:</b>	Nil
<b>Employment Status:</b>	Full-time
<b>Classification:</b>	Port Worker 4 - Gippsland Ports Enterprise Agreement
<b>Salary Range:</b>	\$74,728 – \$78,233 per annum
<b>Superannuation:</b>	12% Superannuation Guarantee
<b>Vehicle Provision:</b>	Nil
<b>Qualifying Period:</b>	Six months
<b>Enquiries:</b>	Brayden Love, Team Leader Paynesville Boatyard on (03) 5150 0500
<b>Date:</b>	July 2025
<b>Pre-employment medical required:</b>	Yes
<b>Psychometric testing required:</b>	No

### OUR PURPOSE

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government's Department of Transport and Planning to manage assets that include navigation aids, public jetties, berth and mooring facilities, boat lifting and vessel servicing facilities and dredging operations. Services provided assist recreational boating, charter vessels, commercial vessels, professional fishing, marine and offshore industries. Gippsland Ports' head office is located in Bairnsdale, with depots at Lakes Entrance, Port Welshpool and Paynesville.

### OUR VISION

To lead the way in sustainable local port and waterway management, helping to navigate a prosperous future for our region.

### OUR MISSION

To provide safe passage and access for users of Gippsland's magnificent ports and waterways to live, work, play, and connect, now and into the future.

### OUR VALUES

Our values form our governing principles and fundamental beliefs that guide us in our moments of choice and promote consistent daily behaviours to help us achieve our mission and goals.



#### **Healthy People, Health Environment**

*The safety and wellbeing of our people, our community, and our environment is our highest priority.*



#### **Community & Culture**

*We build community connections, embrace diversity, and proudly celebrate our regional culture.*



#### **Customer Focussed**

*We focus on providing our customers with great value and experiences.*



#### **Collaboration & Communication**

*We achieve more together by exchanging ideas, working in partnership, and openly communicating.*



#### **Can Do Attitude**

*We are resourceful, motivated, multi-skilled, and focus on getting things done.*



#### **Clever Thinking**

*We encourage ideas and embrace innovation to create positive outcomes and change.*

## POSITION OBJECTIVE

The Port Worker Boatyards position requires a suitably experienced and qualified person to;

- Under supervision perform high quality repairs, upgrades and services to a variety of commercial and recreational vessels and equipment.
- Apply paints and protective coatings to various surfaces, including the use of spray equipment in a professional setting, surface preparation, paint mixing, color matching and post application finishing.
- To assist with the safe and efficient operation of the Boatyards including travel lift, slipping and general operations.
- To be accountable for their behaviour, work performance, safety and quality of work.

## SIGNIFICANT WORKING RELATIONSHIPS

### Internal

- Team Leader Paynesville Boatyard
- Works Scheduler and Supervisor Paynesville Boatyard
- Other Boatyard staff
- Team Leader Bullock Island Boatyard
- Executive Manager Infrastructure and Operations
- Environment Health and Safety Officer
- Risk and Compliance Manager

### External

- Boatyards customers
- Boatyard contractors
- Services and goods suppliers

## DELEGATIONS

- Nil

## SPECIAL CONDITIONS

The position may require travel between Gippsland Ports' facilities throughout its region and to other locations, including Melbourne.

The incumbent will be required to work at heights and within confined spaces and may require exposure to hazardous conditions, material or equipment.

## KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities
Under supervision, perform general vessel maintenance and repair work and provide support and assistance to Port Worker teams within the boatyards.	<ul style="list-style-type: none"> <li>• Perform assigned duties safely, efficiently and cooperatively with Boatyards team.</li> <li>• Promote a positive image of Gippsland Ports to the public and customers through professional standards and courteous and efficient work practices.</li> <li>• Support boatyard operations to ensure that available resources are used effectively and efficiently including;</li> </ul>

	<ul style="list-style-type: none"> <li>○ Hauling and blocking of vessels</li> <li>○ Pressure washing of vessels</li> <li>○ Scaffolding set up</li> <li>○ Vessel repairs and recoverable works commensurate with qualifications and experience</li> <li>○ Stock and consumables control</li> <li>● Operate position related plant, vehicles and vessels and perform maintenance commensurate with licences and competences including. <ul style="list-style-type: none"> <li>○ Spray painting equipment</li> <li>○ Travel Lift</li> <li>○ Slipways</li> <li>○ Fork lift</li> <li>○ Waste water treatment plant</li> <li>○ Pressure washer</li> <li>○ Vehicles</li> </ul> </li> <li>● Work in collaboration with port worker teams to assist with review and develop work procedures as required (SOPs).</li> <li>● Assist with emergency, incident and oil spill response when required to do so.</li> <li>● Contribute to a 'Safety First' and 'Healthy Workplace' culture and site and operational safety, through active participation in safe work planning, development of SWMS, and risk and hazard reporting.</li> <li>● Maintain professional work practices and comply with the terms and conditions of Contract of Employment and GP policies, procedures, and practices.</li> <li>● Actively contribute to ensuring that work activities do not adversely impact the environment.</li> <li>● Maintain an understanding of and comply with the GP Environment Health and Safety Management System' and responsibilities in accordance with the OHS Act.</li> </ul>
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The incumbent can be expected to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this level within Gippsland Ports.

## COMPETENCIES RELEVANT TO THE POSITION

<b>Qualification/s</b>	<ul style="list-style-type: none"> <li>● Industry related trade qualification (preferred)</li> <li>● Current Victorian drivers licence (mandatory)</li> <li>● Marine qualification (an advantage)</li> <li>● Workplace First Aid Certificate (preferred)</li> <li>● Construction Industry White Card (mandatory)</li> <li>● Note: <b>Cancellation or suspension of either drivers or marine Licence will impede the effective performance of required responsibilities and may result in termination of employment.</b></li> </ul>
<b>Capabilities &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>● The ability to work safely and productively</li> <li>● The ability to develop strong working relationships and work effectively, collaboratively and harmoniously within a team environment.</li> <li>● Good interpersonal communications and customer service skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to understand and follow directions.</li> <li>• Ability to comply with OH&amp;S instructions and procedures.</li> <li>• Physically fit to suit activities of the position.</li> <li>• Ability to swim.</li> <li>• Literacy and numeracy skills to a level of proficiency for reading and understanding works instructions, MSDS, completing Job Safety Analyses, Gippsland Ports policies, preparing own time sheets and populating proformas such as leave applications.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of painting techniques, including spray painting, products and application equipment, mixing techniques and spray-painting equipment maintenance.</li> <li>• Knowledge of vessel construction and maintenance practices.</li> <li>• Knowledge of and experience with basic materials, methods, and tools and equipment involved with vessel construction and maintenance.</li> <li>• Knowledge of tools and equipment including application, care, serviceability, maintenance and repair.</li> <li>• Good understanding of applicable, OHS, safety and environmental risk management practices. and application of this knowledge in a workplace context, and commitment to workplace safety.</li> <li>• General computer literacy in word, excel and outlook programs (preferable)</li> </ul>

## ENVIRONMENT HEALTH & SAFETY REQUIREMENTS

All Supervising staff are required to implement and maintain the Gippsland Ports' EH&S Management Strategies in areas under their control, ensuring compliance with legislative requirements and the established standards.

All other staff will assist the Manager of their work unit to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will participate in and contribute to EH&S, Designated Work Group and "Toolbox" meetings; develop safe work/operating procedures; and provide appropriate information, instruction, training and supervision. Staff will also inform the Manager or the OH&S Representative of their work unit of any unsafe working practices or hazardous working conditions.

## GIPPSLAND PORTS' EXPECTATIONS

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet Gippsland Ports' objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager/supervisor;
- Participate in the Annual Performance Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the

role and demonstration of appropriate behaviours which reflect a commitment to Gippsland Ports' values;

- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Read, understand and comply with all Gippsland Ports' policies and procedures.

### KEY SELECTION CRITERIA

- Industry related trade qualification and/or substantial relative experience.
- Experience in applying paints and protective coatings to various surfaces, including the use of spray equipment in a professional setting, surface preparation, paint mixing, color matching and post application finishing.
- Understanding and experience in vessel maintenance practices.
- Ability to work autonomously with limited supervision, manage own time, set priorities, plan and organise own work.
- Ability to work safely within a team environment.
- Victorian Drivers license.
- Physical ability to carry out tasks of a general nature, commensurate with position responsibilities, including the ability to swim (a pre-employment medical will be required).