

CONTAINER TERMINAL TRAINEE and TERMINAL OPERATOR GRADE 1 CONTAINER TERMINAL OPERATIONS

Purpose:

As a new member of a KiwiRail Container Terminal (CT) Operations, the Trainee will undertake a range of introductory training and development under the close supervision of an assigned Container Terminal Operator (CTO)/Gate Officer (GO) OJT Trainer, CT Operations Manager and/or CT Manager (location dependent).

These include On the Job Training (OJT) and/or accreditation via external training provider(s), which will provide you induction to the basics of CT Operations (specific to your position) and all Health and Safety regulations and procedures associated with CT Operations as well as wider KiwiRail.

The purpose of introductory training is to ensure you develop and gain a clear understanding of the core fundamentals and competencies of all aspects relating CT Operations. During this period, you will be exposed to the fundamental duties of a Gate Officer as well as a Container Terminal Operator and what their duties entail.

Throughout the training period the Trainee (under close supervision and directions) will have the opportunity to gain practical experience at such time you have completed the necessary training to do so. The Trainee may assist with the carrying out basic CT operational duties, such as checking twist locks/pins; checking containers/wagons; truck marshalling/traffic management, dependent on your position and your site, as well as any other tasks as assigned.

Upon achieving the basic CT Operations Induction training and Health and Safety requirements, the Trainee will progress to the level of a Terminal Operator Grade 1 (TO1). The TO1 will undergo the necessary certification process required to progress towards a qualification as a Container Terminal Operator or Gate Officer, including through KiwiRail's external training provider(s).

Zero Harm is a crucial component of how KiwiRail operates and as such you will be expected to be fully engaged in safety, seeking clarity on issues and conditions you are not certain of, promoting discussion at Toolbox meetings and start up meetings, providing solutions to raised concerns where you believe you have a viable solution, where able to provide positive leadership in all aspects of your role and "walk the safety talk. **You will have the courage to stop and ask for help** in uncertain conditions ensuring you and your team are out of harm's way.

Dimensions:

Reports to: Site dependent – Container Terminal Manager/Container Terminal Operations Manager

Location: Local Container Terminal

Internal Contacts: Container Terminal Operations Management
Container Terminal Trainers
Terminal and Container Transfer sites
HSE staff
Kiwirail employees

External Contacts: Contractors
External Customers
Members of the public

Key Accountabilities:

Zero Harm

Safety consciousness at our CT sites 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

Basic Container Terminal Operations

- Under supervision, conduct checks on containers/wagons to ensure twist locks and pins are in place, freight is contained, and setups completed
- Under supervision conduct 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)
- Understand and comply with operating safety rules
- Complete forms and documents as and when required
- Contribute and be engaged in team decisions and Tool Box meetings as part of your trainee learnings
- Maintain a customer service focus and display professional behaviour when dealing with others, including site operations staff, customers/drivers and members of the public
- Ensure you understand who our customer is

- Such other duties and responsibilities as the Company may require from time to time within your Trainee/Terminal Operator grade 1 capabilities (under supervision and clear direction at all times)

Training & Development

- Undertake On the Job Training for the set designation plus attend training courses run by company or external agencies where required to fulfil requirements of the position
- Acquire on job training competencies set for position
- Look to advance your career within Container Terminal Operations

Person Profile:

Essential:	Desirable:
<ul style="list-style-type: none"> • Quick learner who understands concepts quickly • Actively promotes working as part of a team • Enjoys physical activity as part of their working day • Physically fit and agile in order to carry out duties in accordance with medical category of the role • Ability to work non-standard hours as required (including nights and weekends 24/7 shift work) • Ability to work outdoors in all weather • A "Can Do" attitude 	

Education:

Essential:	Desirable:
<ul style="list-style-type: none"> • NCEA Level 1 Maths and English, or equivalent • Current Class 1 full driver licence 	Literacy and numeracy NCEA Level 3 or higher