

Position Description Port of Portland General Purpose Hand

February 2025

This document is subject to review from time to time

Section A

Position:	General Purpose Hand
Reports to:	Marine Manager/Harbour Master
Location:	Port of Portland

Section B

Position Objective: The General Purpose is responsible for assisting with maintenance, cargo handling, and ensuring the safe and efficient flow of activities within the port. This role involves working collaborative, supporting smooth execution of Pilotage and Towage operations and ensuring compliance with safety and environmental requirements.

Nature and Scope: Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

Functional Relationships:

Internally

- Harbour Master/Marine Manager
- Pilots
- Port Security Officer
- Marine Team
- Shipping Coordinator
- Administration and Finance

Externally

- Port Users
- Regulators and Government Agencies
- Community

Section C – Key Tasks and Specific Accountabilities

The General Purpose Hand is responsible for the following:

1.	Duties and Responsibilities
(a)	Operate and maintain Port of Portland Ltd vessels, equipment, and plant, including conducting regular housekeeping, painting, deck repairs, routine inspections, handling of stores and equipment and engineering maintenance.
(b)	Perform bridge lookout/watch keeping duties, mooring and unmooring of vessels, assist with rigging and de-rigging of gangway.
(c)	Participate in marine and salvage operations, operate oil spill and environmental protection equipment.
(d)	Maintain tugs, towage, firefighting, and environmental protection equipment, as well as shore-based facilities.
(e)	Carry out various seamanship tasks, including hoisting flags and shapes.
(f)	Fulfil statutory duties as per emergency muster lists and support safety initiatives.
(g)	Assist with training and development of trainee crew members.
2.	Safety, Health and Environment Management
(a)	Work in accordance with and ensure compliance with POPL's Safety, Health and Environment and Risk Management systems, policies, procedures and regulations.
(b)	Identify and escalate issues that may impact productivity, or safety, such as equipment malfunctions, staff shortages, or supply delays.
(c)	Attend and participate in safety/toolbox meetings, safety drills and relevant training courses or seminars.
(d)	Report any safety incidents, accidents, or near misses in a timely manner.
3.	Other
(a)	Carrying out other tasks and duties, as and when required.

Section D – Person Specification

Qualifications

- Certificate of competence General Purpose Hand or equivalent.
- Valid Maritime Security Identification Card (MSIC)card.
- Current Australian Maritime Safety Authority (AMSA) medical certification.
- First Aid certificate.
- Previous experience in a General Purpose Hand or similar role.

Skills and Knowledge

- Proven ability to work effectively in a team environment.
- Strong attention to detail and ability to effectively prioritise task.
- Excellent interpersonal skills, with the ability to communicate effectively with both internal and external stakeholders.
- Knowledge and understanding of environmental regulations related to port operations.

Personal Attributes

- Ability to perform well under pressure, adapting to changing schedules, unexpected delays and operational challenges.
- Commitment to promote an inclusive, respectful and collaborative team environment.

Training Requirements

Be competent and familiar with relevant POPL policies and procedures, vessels and equipment, including:

- POPL general and site-specific induction
- Vessel familiarisation induction/s
- POPL Safety Management System

Review Date	Signed: Employee	Signed: Manager

