

General Purpose Hand



Position Description

Position Details

Reports to:	Harbour Master / Marine Manager
Supervisor:	Tug Master / Launch Master
Employment Type:	Full-time
Date of Review:	September 2026 (this is subject to review from time to time)

Position Objective

Position Objective: The General Purpose Hand supports marine operations, vessel movements, maintenance activities, and marine project work to ensure the safe, reliable, and compliant delivery of towage and marine services.

This role contributes to the operational readiness of the Port of Portland's marine assets by performing deckhand duties, providing vessel-handling support, handling cargo and stores, and completing planned and emergency maintenance activities.

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

- Marine Department
- Operations Department
- Administration and Finance
- Infrastructure Department

Externally

- Regulators and Government Agencies
- Port Users
- Contractors
- Community

Key Responsibilities and Duties

Safety, Health and Environment Management

- Promote and model a safety-first culture by driving continuous health, safety, and environmental performance improvement.
- Develop, implement, and maintain Safety Management System (SMS), Job Safety and Environmental Analysis (JSEAs), Risk Assessments, and the Permit to Work system, identifying opportunities for improvement.
- Adhere to health, safety, and environmental regulations, Marine Regulatory Requirements, POPL policies and Safety Management System (SMS).
- Attend and participate in safety/toolbox meetings, safety and emergency drills and relevant training courses or seminars.
- Ensure correct handling, storage and disposal of oils, fuels and hazardous substances.
- Participate in marine and salvage operations, operate oil spill and environmental protection equipment.
- Report hazards, near misses, incidents, and faults promptly, reporting to Safe Transport Victoria and AMSA (as required).
- Participate in investigations following incidents, complete regular safety audits and risk assessments, and oversee the timely implementation of corrective actions.

Marine Operations

- Perform all marine operations duties as directed, including performing bridge lookout and watchkeeping duties, letting go and making fast mooring lines, securing and releasing towlines, operating winches, assisting with gangway rigging and de-rigging, and undertaking shipboard tasks.
- Assist the Master and Engineer with planned, routine, and emergency maintenance of vessels, deck machinery, towage equipment, engines, ancillary systems, and general shipboard assets, including inspections, housekeeping, painting, repairs, and stores handling.
- Conduct regular safety, maintenance, and equipment checks to ensure tug, plant, tools, and marine systems are serviced and maintained in line with planned maintenance programs, statutory obligations, and Port requirements. Notify the Master of any deficiencies, defects or failures.
- Maintain operational readiness of tugs, towage, firefighting, safety, environmental protection, marine equipment and shore-based facilities.
- Support maintaining engine room stores, including inventory control and ordering of critical spares.
- Lead initiatives to improve towage operations, operational efficiency, marine and people safety.
- Undertake all other duties that are reasonably requested from time to time from the Harbour Master / Marine Manager and Tug Master.

Key Selection Criteria

Qualifications

- Certificate of competence General Purpose Hand or equivalent.
- Valid Maritime Security Identification Card (MSIC).
- Certificate of Safety Training (CoST)
- First Aid certificate.
- Current Australian Maritime Safety Authority (AMSA) medical certification.

Skills and Knowledge

- Previous experience in the maritime industry, including operating deck machinery, winches, towage systems, mooring equipment, gangways, and associated marine plant and equipment, is desired.
- Strong knowledge of marine, health, safety, and environmental statutory requirements, regulations and industry standards.
- Demonstrated ability to work effectively as part of a team communicating, coordinating activities, and achieving desired outcomes.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Technical capabilities including ability to use Microsoft Office applications (Excel, Word, Outlook, and Sharepoint) and operational systems, including safety, maintenance, and finance.

Personal Attributes

- Commitment to promoting an inclusive, respectful and collaborative team environment.
- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.

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
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