

# POSITION DESCRIPTION

<b>Position Title:</b>	Wharf Services Officer	<b>Position No:</b>	WHF01
<b>Position Type:</b>	Permanent, Full Time	<b>Classification:</b>	PSW2
<b>Location:</b>	Darwin, Northern Territory	<b>Reports to Position:</b>	WHF05
<b>Reports to:</b>	Supervisor, Wharf Services	<b>Last Updated:</b>	31.7.25

## POSITION OBJECTIVES

As a multi-skilled member of the Wharf Services Team, provide essential services to enable Darwin Port to operate safely, effectively and efficiently while meeting customer expectations and achieving business objectives.

## MAIN DUTIES/KEY ACCOUNTABILITIES

- Provide logistic support to internal and external stakeholders including but not limited to crane and forklift operations, assistance with loading and unloading of stores and waste and supply fresh water to Cruise Ships
- Carry out essential maintenance, housekeeping and handyman duties of all the Port's infrastructure, plant and equipment and grounds at Fort Hill Wharf, East Arm and Darwin Operations buildings & assets
- Undertake activities to support the provision of efficient and effective services to port customers as directed
- Provide fencing and gangways for various vessel types to meet operational, safety and security requirements
- Understand and apply Darwin Port policies, standards and procedures including safe work and environmental practices in performing all duties and responsibilities, including operate specialised equipment, safely and effectively in accordance with approved procedures and standards
- Assist in the maintenance of navigation aids and moorings within Darwin harbour limits
- Install yokohama fenders in accordance with the berth plan
- Set up and testing of the bulk liquid firefighting and sprinkler systems and operation of motorised gangway for bulk liquid berth, when required
- Assist as a member oil-spill response team and emergency response team, when required
- On occasion you may be required to be contactable outside of your ordinary hours of work
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time

## QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Current NT manual drivers' licence</li> <li>• Current MSIC or ability to obtain</li> <li>• Hold current high-risk licences:               <ul style="list-style-type: none"> <li>– Forklift licence (LF)</li> <li>– Dogman ticket (DG)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Franna Crane (CN) licence</li> <li>• Slewing Crane (C6) licence</li> <li>• Coxswain Grade 2 near coastal licence</li> <li>• Elevated Work Platform licence</li> </ul>

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Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>– Light Rigid (LR) Vehicle Licence</li> <li>– Working at heights (EWP) qualification</li> <li>• Previous experience using mechanical tools (mowers, chainsaws, trimmers) and chemical treatments (herbicides) for weed spraying</li> </ul>	<ul style="list-style-type: none"> <li>• Heavy Rigid Vehicle Licence</li> <li>• Previous experience in a similar role</li> <li>• Knowledge and experience of Work Health &amp; Safety principles, including relating to a Port and/or marine environment.</li> </ul>

### SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Competency in effectively and safely using forklifts, cranes, and other specialised equipment in a Port and/or transport environment
- Competency in the operation of a wide range of hand and power tools
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy without supervision
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate
- Well-developed computer skills, to work across a range of systems and software
- Use initiative to problem solve and meet objectives, and proactively engage in self-directed learning

### VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

*You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.*

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