JOB DESCRIPTION

| **Title** | DOCKPERSON |
| --- | --- |
| **Reports To**  | [INSERT TITLE]  |

**Job Purpose**

The **Dockperson** is responsible and accountable for the safe and efficient loading and unloading of cargo on and off vessels. This role requires the Dockperson to adhere to designated plans and schedules, proficiently managing the handling of cargo using suitable equipment such as forklifts and cranes. Being part of the dock team, the Dockperson must ensure that all cargo is inspected for damages or irregularities, tallied accurately, and secured safely according to standards.

The ideal Dockperson is dedicated to creating a seamless operation within the dock area. The incumbent must be meticulous in cargo handling, prioritise safety at work, and is driven by a strong desire to uphold the integrity and efficiency of the shipping process.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Preparing for incoming ships by installing the gangway for crew access.
* Monitoring and maintaining the oil spill containment boom to ensure it's in working order.
* Tying ships to the moorings to secure them during loading and unloading.
* Utilising various equipment such as forklifts, hand trucks, pallet jacks, cranes, power winches, and grain trimmers to load and unload cargo.
* Examining unloaded cargo for damages or irregularities and maintaining an accurate record of any issues.
* Keeping track of unloaded cargo and inputting information into spreadsheets as required by management.
* Coordinating with other Dock Workers using handheld radios to ensure safe loading and unloading.
* Keeping dock areas clean and free from debris to prevent accidents and injuries.
* Other related duties as assigned.

**Key Qualifications**

* High School Diploma or equivalent general education degree.
* Previous experience as a dock worker or a similar role in logistics is required.
* Experience in a warehouse or shipping environment is preferred.
* Forklift certification may be required.
* Familiarity with shipping and receiving regulations, including handling of hazardous materials.
* Basic knowledge of inventory management systems.

**Core Competencies**

* Excellent organisational and time management skills.
* Strong communication skills and the ability to collaborate with a team.
* High level of integrity, dependability, and a strong sense of urgency.
* Strong commitment to safety and delivering high-quality service.
* Strong attention to detail.
* Ability to problem-solve and excellent time management skills.
* Highly organised and self-motivated, with the ability to work independently.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Work schedules may include irregular hours, weekends, and holidays.
* The role is physically demanding and may require lifting (XX) pounds.
* Exposure to extreme weather conditions, noisy machinery, and potential hazards related to handling cargo.
* Proper safety equipment and training must be provided and adhered to.