



Civil Machinery Operator

Business: Grounds & Services Ltd
 Version: 2
 Date: Nov 24
 Review Period: As required
 Approved: South Island Manager, GSL

Role Objective

Responsible for delivering a high standard of civil machinery operation and other activities in accordance with industry standards and contractual requirements.

Reporting to	Construction Manager, Site Manager	Location	Christchurch, Fulltime
Key Internal Relationships	Site Coordinators, Supervisors, team members	Key External Relationships	Suppliers, Customers, General Public

Key Areas of Accountability

Machinery and Equipment Operation	<p>Delivery of a high standard of civil machinery operation and other activities to client requirements based on best practices and industry standards:</p> <ul style="list-style-type: none"> • Operate a variety of large earthmoving equipment such as excavators, loaders, off-road dump trucks, bulldozer, skid steer loaders • Ensure all machinery and equipment are operated in a safe and appropriate manner at all times • Conduct daily pre-start checks to encompass mechanical, safety and emergency equipment • Use Global Positioning Systems (GPS), plans, diagrams and drawings to ensure to work is to contract specifications • Carry out tasks such as bulk earthworks, loading of trucks, final trim, drain laying and other earthwork activities • Operate machinery and equipment in most weather conditions and terrains • Follow site plans and instructions from supervisors • Adhere to all safety protocols and contribute to a safe worksite
Construction Site Activities	<p>Actively participate and assist with tasks and activities required within the construction and maintenance teams:</p> <ul style="list-style-type: none"> • Site and/or yard maintenance and clean up • Construction labouring tasks such as digging trenches, laying pipes and coir matting • Hand tools labouring or landscaping activities • Collaborate with other team members to achieve project and site tasks and activities • Attend daily toolbox and /or site meetings to ensure awareness of what is required for the day • Ensure DJR's and any other documentation is accurately completed and on time • Assist with any issues arising on site and seek to provide solutions



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<p>Plant Operation and Care</p>	<p>Ensure that all plant and equipment is maintained in a tidy and presentable condition:</p> <ul style="list-style-type: none"> • Monitor the regular maintenance and care of plant & equipment, including the reporting of faults and issues through Quipcheck application to ensure the equipment is always ready for work assignments • Arrange with the Supervisor for the regular servicing of all plant and equipment and ensure COF, registrations, distance licenses etc are kept current. • Ensure machinery and equipment is regularly maintained in a good condition and abide by all manufacturers recommendations and specifications, including greasing at appropriate intervals • Ensure all vehicles are safely parked and secure when not in use • Be proactive in gaining the knowledge and skills to safely and effectively operate and maintain plant in optimum condition • Abide by all safe work practices, manufacturers recommendations and specifications
<p>Road Maintenance</p>	<p>Delivery of road repairs to a high standard based on best practices and industry standards:</p> <ul style="list-style-type: none"> • Work with the supervisor to carry out repairs to the road network – such as dig-outs and drainage • Assist with laying asphalt • Assist with Traffic Management tasks • Have knowledge of the different types of aggregates and their identification
<p>Work Site Management</p>	<p>Ensure all sites comply with COPTTM:</p> <ul style="list-style-type: none"> • Manage work site traffic safety including hazard identification and site risk assessment and set out signage • Assist with traffic control where necessary • Ensure all plant, equipment and materials are delivered on time to designated work sites to avoid delays • Ensure that a safe workplace is maintained through effective communication with the lead operators and pilot vehicles
<p>Company Advocacy and Teamwork</p>	<p>A professional image is portrayed at all times when dealing with team members, clients and the public:</p> <ul style="list-style-type: none"> • Be a part of positive communication within the team, both written and verbal • The company uniform and appropriate PPE is worn with pride and kept clean and tidy • All company vehicles and equipment are maintained in optimum working order and are kept clean and presentable • Ensure full compliance with all relevant internal policies and procedures • Company values are lived and role modelled • Ensure that quality standards are continuously improved with a focus on ‘getting it right first time’ • Flexibility and willingness to perform a variety of tasks is demonstrated



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<p>Health and Safety</p>	<p>Personal health and safety responsibility:</p> <ul style="list-style-type: none"> • Compliance to all relevant Acts and Regulations that apply to the working conditions in our industry • Promote a safe and healthy working environment for all team members • Ensure PPE is used at all times as required • New workplace hazards are identified and reported to the Health and Safety Representative and/or Site Supervisor • Incidents and accidents (including near misses) are reported in a timely and accurate manner • Excellence in Health and Safety or on-job innovation is reported to the Health and Safety Representative
<p>Personal Development</p>	<p>Be an ambassador of personal development personally and for others:</p> <ul style="list-style-type: none"> • Training is undertaken to ensure knowledge and skills are up to date with legislative and compliance requirements • Actively engage in training and competency requirements and mutually agreed training objectives are achieved • All team members are actively involved in personal development to facilitate high levels of operational performance • Actively look for team members who show potential to grow within the company and make recommendations for additional responsibility and training.

Variation of Duties The duties and responsibilities outlined within this Job Description is not intended to be a complete or limiting description of the functions that the team member may be reasonably requested to undertake. These duties and responsibilities may be amended from time to time by addition, deletion or modification to reflect changing circumstances or shifts in organisational requirements.

Expected Outcomes

- Competently operate different types of machinery based on job requirements and industry standards
- Conduct pre-start checks and basic maintenance on machinery
- Attend Toolbox meetings as required

Promotional Opportunities

- Opportunity for career development within the civil construction division
- Operator of a variety of plant and equipment
- Foreman, Site Coordinator

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Qualifications

- Full NZ Driver Licence with Class 2 WTR essential
- Class 4 preferred
- Obtained or working towards the New Zealand Certificate in Infrastructure Works (Levels 2 and 3) an advantage

Experience and Skills

- 2+ years' experience operating a range of machinery such as diggers, loaders, rollers, dumpers and medium to heavy trucks essential
- Experience operating a range of tractors, with a variety of implements, skid steer loaders and bulldozers in a similar environment preferred
- Experience and knowledge of safe work practices, health and safety regulations and identifying health, safety and environmental risks

Attributes

- Ability to be flexible, adaptable to change and prioritise multiple demands
- Effective communication and interpersonal skills across all levels of the business and the general public
- Self-motivated with the ability to work autonomously and as part of a team
- Drive to achieve productivity, goals and deadlines
- Proven ability to deliver a quality service and product to customers
- Willingness to work away from the home base as required
- Willingness to be a team player, participate and contribute to a positive team environment
- Ability to follow instructions, be alert and be safety conscious
- Be physically fit and healthy and capable of working in outdoor environments in all types of weather



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Disclaimer

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

Employee Name

Employee Signature

Date

Signed on behalf of Grounds & Services Ltd:

Name

Signature

Date

This position description serves to provide an overview of the primary responsibilities inherent in this role. It is acknowledged that in order to remain current, this position description will be reviewed on a regular basis and amendments may be required.

This document will be supported by a performance agreement which will be completed by the incumbent in association with their Manager on a regular basis to provide clear goals and objectives, against which individual performance will be managed.