

Position Description

Position: Drain Layer / Operator / Driver

Reports to: Contracting Manager

Location: Golden Bay

Purpose of Position: a) Drain layer
b) Operator for Contracting Machines generally included in drain laying but not limited to excavators, rollers, compactors, loaders, and trucks.
c) Involvement in General Contracting Work

Review of Position: This Position Description will form the basis for all performance and competency reviews.

KEY RESULT AREAS

Drain Layer Responsibilities

- a) Undertake drain laying tasks as required
- b) Ensure all work undertaken meets all regulatory and compliance requirements.
- c) Assist in estimating and works quoting
- d) Assist in setting job programmes and work instructions
- e) Supervise staff allocated to assist in drain laying type work
- f) Bring to charge work and progress claims by the due date each month.
- g) Manage Health & Safety and Compliance on not only drainage sites but all sites allocated for work.

General Duties

- a) Perform general housekeeping duties as required.
- b) Ensure Quality and Environmental requirements are met at all times.
- c) Complete any required documentation.
- d) Ensuring the vehicles / machine are kept in a clean and tidy condition and carrying out minor maintenance tasks, if required.
- e) Attend to all reporting procedures associated with logbooks, waybills, dockets and timesheets as required by the Company.
- f) Report any defects and / or non-conformances as soon as practical

- g) Attending to the daily checking of vehicle (oil, water, fuel, air pressure, safety conditions and equipment security) and lubrication of plant and machines as required.
- h) Monitor Road User Charge Licences, Hubo-meter readings, Hour Meter Readings etc and keeping the Company informed of the need for road user charges and maintenance required.
- i) Attend Company meetings as required.
- j) Such other duties as the employer may reasonably require.
- k) Work with other staff members to build and maintain a good team spirit.
- l) Always maintain open communication between yourself and all other staff.
- m) Maintain the security of all premises and property belonging to Sollys Freight (1978) Ltd.
- n) Observe and respect the harassment, sexual harassment and smoking policies of the Company.

Driving / Operators Responsibilities

- a) Machine operation and driving work associated with the range of machinery, plant and vehicles that make up the contracting division.
- b) Daily operational management of their worksite.
- c) Ensuring the highest standard of safety is maintained on worksites at all times.
- d) Ancillary duties associated with general contracting work.
- e) Complete any required documentation.
- f) Attend to all reporting procedures associated with logbooks, waybills, dockets and timesheets as required by the Company.
- g) Advise maintenance requirements by completion of sections in their waybill summary or urgent maintenance to their dispatcher.
- h) Responsible for routine fuelling of the vehicles and machine in their care.
- i) Comply with the lawful and reasonable instructions given to them and comply with all or any of the policies, directives, work rules and procedures which have been or may be established by us or our customers both on Sollys and Customers Worksites.
- j) Strictly comply with all relevant legislative requirements applicable to the job being done including truck driving, including but not limited to:
 - o Worktime and logbook rules.
 - o RUC requirements for correct licences and application.

- Documentation including DG requirements.
- CVIU Inspections including roadside inspections.
- Vehicle loading requirements.

Health & Safety Responsibilities

- a) Completes the Pre-Start Documentation on site required every day at every site.
- b) Ensures that all work procedures are conducted in a safe manner in accordance with Solllys Health and Safety Policy, Solllys Company Policy Manual and applicable Standard Operating Procedures and Work Procedures.
- c) Perform all functions in a safe manner to not jeopardize their own safety, the safety of others in the workplace or the protection of the environment.
- d) Identifies and reports hazards in the workplace.
- e) Wears correct and approved PPE at all times and ensures that PPE is maintained in satisfactory delivery.
- f) Reports all incidents and accidents immediately.
- g) Assists with any investigations into incidents and accidents where required.
- h) Emergency response procedures are understood and followed.
- i) Take all care to ensure that the equipment under their control is in a sound and safe condition and is not left in an unsafe condition or in a condition that may cause damage or injury to other persons or material objects.

Personal Responsibilities

- a) Maintain required licences, immediately inform the Company of any:
 - Loss of drivers licence
 - Demerit points imposed and /or any traffic infringement notice received.
 - Any conviction, traffic or otherwise when they incur.
- b) The employee may be required to be away from home from time to time to fit in with operations.
 - Solllys will provide nightly accommodation including dinner, breakfast and a cut lunch for the next day at reasonable standard accommodation at no cost to the employee. Any extra costs incurred will be at the employees expense and invoiced to the employee.
- c) Mobile Telephones (Vehicles)

- Mobile phones in vehicles are there to allow drivers to be a self-managing unit. Phones should be restricted to work related and emergency calls.
- Texting while driving is strictly prohibited and will result in disciplinary action.
- If hands free kits are fitted to vehicles then they must be used.
- There are safety issues relating to the use of phones while driving and the Police will determine if a phone was being used at the time of an accident.
- In difficult driving situations, incoming calls must be ignored, leaving the message service to deal with them.