

Position Description

Position: Operator - Driver

Reports to: Contracting Manager

Location: Golden Bay

Purpose of Position: Operator for all contracting machines including but not limited to excavators, bulldozers, rollers, compactors, loaders, graders, also as a driver for road and dump trucks

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

General Requirements

- a) Maintain a close liaison with other depot managers, dispatchers and management
- b) Form and maintain positive relationships with Sollys clients, suppliers and advisors.
- c) To provide the best possible service to customers and suppliers and to promote the good image of the Sollys Brand.
- d) To undertake work to a consistently high standard, appropriate to the needs and expectations of the customer and Sollys management.
- e) Maintain communication lines with all Sollys staff members and encourage all staff to work as part of the Sollys Team.
- f) Observe, lead and respect the harassment, sexual harassment, smoking and any other policies of our Company.
- g) Strictly comply with all relevant legislative requirements, policies, directives, work rules and procedures which have been or may be established by Sollys or its customers.
- h) Perform general housekeeping duties and any other duties as reasonably expected and requested.

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 always maintained on worksites.
- d) Ancillary duties associated with general contracting work.
- e) Responsible for routine fuelling of the vehicles and machine in their care.
- f) 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 Solllys and Customers Worksites.
- g) 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.
 - o Documentation including DG requirements.
 - o CVIU Inspections including roadside inspections.
 - o Vehicle loading requirements.

Health & Safety / Environmental Responsibilities

- a) The hazard management system is applied to all work activities every day.
- b) All staff are competent to complete the tasks assigned to them.
- c) All new and assigned staff are inducted prior to commencing work.
- d) All incidents are reported immediately they happen to the appropriate people.
- e) All emergency response procedures are available at each worksite.
- f) That staff hold the correct class of licence and endorsement required.
- g) Preparation of job programmes and instructions.
- h) Toolbox meetings are held and minuted.
- i) All plant used on site is in a safe working order.
- j) Mentors and manages staff to ensure 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.

- k) Always lead by example.
- l) Perform all functions in a safe manner to not jeopardise their own safety, the safety of others in the workplace.
- m) All practical steps taken to mitigate any adverse environmental impacts resulting from the Company Operations and services.
- n) Identifies and manages hazards in the workplace as required by the Solllys Health & Safety Policy.
- o) Personally, wears always correct and approved PPE, maintained in good condition and ensures that all Contracting staff do likewise.
- p) Conducts investigations into incidents and accidents where required and undertakes and /or assists with interviews and meetings with staff and others involved.
- q) Emergency response procedures are understood and followed and implemented.
- r) Take all care to ensure that the vehicle, plant and 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:
 - o Loss of drivers' licence
 - o Demerit points imposed, and /or any traffic infringement notice received.
 - o Any conviction, traffic or otherwise when they incur.

Job Conditions

- a) The normal hours of work are Monday to Friday and Saturday mornings as required to meet the operational and contractual requirements at the time.
- b) To cover the nature of the position a Sign Written Utility Vehicle will be available. It is noted that private use of this vehicle is limited to that as set out in the Fringe Benefit Tax Rules.

- c) Lunch and breaks are to be taken at a time not to compromise the operational efficiency.
- d) The position is offered as a permanent position.

COMPETENCIES

Job Knowledge	Familiar with all aspects of the job he is required to do and can work independently.
Productivity	Able to prioritise and organise work, able to utilise time effectively and fully meet deadlines.
Adaptability	Able to adjust to change with a minimum of disruption to productivity.
Punctuality	Arrives at work on time every day.
Positive Can-do Attitude	Take to demanding situations with a positive attitude and a practical approach; is proactive shows initiative; has a positive attitude.
Teamwork	Works cooperatively with others in the team and works together as opposed to working separately or competitively; actively participates in the building of the capability of the team.
Oral and Written	Able to communicate clearly with managers, dispatchers and other staff. Able to complete waybills and paperwork clearly and accurately.
Work Ethic	Displays a consistently high level of personal integrity and pride in work. Motivated and willing to learn and be accurate, honest and reliable, and able to work effectively unsupervised.