
JOB TITLE Heavy Machine Operator

DATE Day/Month/Year

REPORTS TO Ben Bishop, Jackie Bishop

POSITION DESCRIPTION

Position purpose The purpose of this role is to provide services operating agricultural machinery

Main tasks **Heavy Machine Operator**

Core objectives include:

- Tractors, trucks, machinery, vehicles and yard are maintained in safe working order.
- Daily check sheet inspections on equipment completed in Workflow.
- Operation and utilisation of GPS software systems
- Provide details of work performed, hours and materials used on jobs.
- Avoid deliberate waste of time and material. If you cannot perform an assigned task, notify your supervisor or manager to that effect and perform any reasonable alternative task that may be assigned.
- Keep a record of tasks / jobs performed in Workflow and any circumstances arisen about the job / task in notes.
- Work in a safe manner with the correct personal protective equipment.

Other Duties

- Fulfil other duties as required by management and other department personnel as requested/required.

Required qualities

- Professional approach
- Organisational and time management skills
- Attention to detail
- Ability to work independently

PERSON SPECIFICATION

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service
- **Communication:** the ability to communicate clearly and concisely
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties in an efficient and timely manner.

Personal attributes

- Professional approach
- Team player

Other

- Clean, unrestricted driving licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU**SIGNED BY MANAGEMENT**

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Employee.....
Manager

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Date.....
Date