

**JOB TITLE**

Agricultural Machinery Operator

DATE

00/00/0000

REPORTS TO

Ben Bishop, Jackie Bishop

POSITION DESCRIPTION**Position Purpose**

The purpose of this role is to safely operate, maintain, and optimise agricultural machinery to carry out cultivation, planting, harvesting, and forage operations within a commercial agricultural contracting environment.

Main Tasks – Agricultural Machinery Operator

Core objectives include:

Machinery Operation

- Operate a range of agricultural machinery including tractors, forage harvesters, mowers, rakes, balers, telehandlers, loaders, trucks, and associated implements.
 - Attach, adjust, calibrate, and operate machinery for specific agricultural tasks such as mowing, raking, baling, drilling, planting, and silage operations.
 - Operate and utilise GPS and precision agriculture systems to optimise accuracy and efficiency.

Agricultural Operations

- Carry out cultivation, planting, harvesting, and forage work as required across contracting jobs.
 - Monitor field, crop, and operational conditions and adjust machinery settings accordingly.
 - Ensure efficient and accurate completion of all assigned agricultural tasks.

Maintenance & Safety

- Tractors, trucks, machinery, vehicles, and yard are maintained in safe working order.
 - Daily inspection check sheets on equipment are completed in Workflow.
 - Perform routine servicing, cleaning, and minor maintenance on machinery.
 - Identify faults and report mechanical issues requiring repair.
 - Work in a safe manner at all times using correct personal protective equipment (PPE).
 - Comply with all workplace health and safety policies and procedures.

Transport & Logistics

- Safely transport machinery, equipment, and materials between sites.
 - Operate trucks where licensed in accordance with legal and safety requirements.

Reporting & Workflow

- Provide details of work performed, including hours worked and materials used on jobs.
 - Keep accurate records of tasks/jobs performed in Workflow and note any issues or

circumstances relating to work completed.

- Avoid deliberate waste of time, fuel, and materials.

Work Ethic & Team Contribution

- Work independently and as part of a team, particularly during peak seasonal periods.
- Communicate clearly with supervisors and team members.
- If unable to perform an assigned task, notify your supervisor or manager and carry out any reasonable alternative duties assigned.

Maintain focus while operating machinery. Non-essential mobile phone use is strictly prohibited during work time. Mobile phones may only be used during designated breaks (e.g. smoko) or for essential work-related communication.

Other Duties

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

- Professional approach
 - Strong organisational and time management skills
 - Attention to detail
 - Ability to work independently and within a team
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PERSON SPECIFICATION

Skills & Competencies

- Customer service focused: committed to providing reliable and professional service to clients
 - Communication: ability to communicate clearly and concisely
 - Teamwork: willingness to assist and support others and work effectively within a team environment
 - Time management/organisation: ability to accomplish objectives within required timeframes and complete administrative duties efficiently
 - Mechanical aptitude: ability to carry out routine servicing and identify machinery faults
 - Ability to safely operate and adjust agricultural machinery for a range of tasks
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Personal Attributes

- Professional and practical approach
 - Reliable and punctual
 - Team player with a strong work ethic
 - Safety-focused mindset
 - Physically fit and able to work in outdoor conditions
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Other

- Clean, unrestricted full driver licence
 - Class 4 or 5 licence advantageous
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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 as requested by management and as required due to the development of this role and the business.

ACKNOWLEDGEMENT

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

SIGNED BY YOU

.....

Employee

00/00/0000

Date

SIGNED BY MANAGEMENT

.....

Manager

00/00/0000

Date