

## POSITION DESCRIPTION

<b>Position</b>	Spray Operator/Orchard Hand - Glenpark
<b>Reports To</b>	Orchard Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Glenpark Orchard, 86 Cooper Road, Patutahi, Gisborne

### Purpose

The Spray Operator/Orchard Hand will be charged with spraying the crop, understanding weather patterns, safety protocols and compliance around spraying, and agrichemical use. When not required to spray the trees for crop protection or enhancement purposes, other duties are required to be carried out such as mowing, weed spraying, repair and maintenance, property maintenance and tree husbandry work. This is a safety sensitive role.

### Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>▪ Assistant Orchard Manager</li> <li>▪ Foreperson</li> <li>▪ Plant &amp; Property Maintenance Specialist</li> </ul>
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### Qualifications and Personal Requirements

- Legal right to work in NZ as defined by Immigration NZ
- Clean and current NZ driver's licence
- Experience in spraying crops preferred
- Good understanding of health and safety with a safety comes first attitude
- Ability to work flexible hours where required around spraying, dispatch, and understory maintenance
- Grow safe certificate advantageous
- Mechanical aptitude and ability to operate and maintain a vast range of powered and non-powered machinery and tools
- Pride in the orchards and the machinery they operate
- Punctual, honest, and efficient
- Willingness to develop into higher roles
- Confident communicator
- Ability to maintain and contribute to a positive team culture
- Ability to implement and communicate job sheets

Key Responsibilities	Performance Expectations
<b>Maintenance Of Vehicles/Machinery</b>	<ul style="list-style-type: none"> <li>▪ Perform daily maintenance checks on vehicles/machinery being used and record/initial maintenance checklist</li> <li>▪ Grease tractors and machinery according to maintenance schedule</li> <li>▪ Report any problems with machinery to the Plant &amp; Property Maintenance Specialist in a timely manner</li> </ul>

<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>▪ Assist with general orchard duties when required</li> <li>▪ Inform the Assistant Orchard Manager in advance when supplies are running low</li> <li>▪ Undertake any other task reasonably delegated or assigned from time to time</li> </ul>
<b>Applying Agrichemicals</b>	<ul style="list-style-type: none"> <li>▪ Ensure you wear all correct PPE gear to carry out safe spraying operations</li> <li>▪ Ensure all signage is appropriately placed in areas where spraying is carried out</li> <li>▪ Carry out all duties in accordance with the SOPs and instructions given</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>▪ This position description is designed to give an indication of the type of work and performance expected. It does not provide an exhaustive list of duties or performance standards and the employee agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the business</li> </ul>
<b>Contribute to a Healthy &amp; Safe Work Environment</b>	<ul style="list-style-type: none"> <li>▪ Maintain a safe and healthy work environment for employees, contractors, and visitors by establishing, following, and enforcing standards and procedures, complying with legal regulations</li> <li>▪ Assist in leading the development of a non-negotiable safety culture</li> <li>▪ Take care for your team and your own health, wellness, and safety</li> <li>▪ Ensure there are no adverse effects on the health and safety of other people</li> <li>▪ Ensure the prompt reporting of any accidents or injuries in line with company policy</li> <li>▪ Ensure adherence to all relevant operational compliance requirements (GLOBALGAP, resource consent conditions etc)</li> </ul>

<b>Key Behaviours</b>	
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ Update job knowledge by participating in educational opportunities and maintaining personal networks</li> <li>▪ Adopt and maintain an effective culture of continued improvement, that balances the operational needs of the business</li> <li>▪ Take ownership of your work and think of alternative or new solutions</li> <li>▪ Participate in embedding new initiatives into the business culture</li> <li>▪ Continually reflect on whether policies and process can be improved</li> <li>▪ Share ideas and resources with other team members wherever appropriate, working collaboratively to meet deadlines</li> </ul>
<b>Policies and Processes</b>	<ul style="list-style-type: none"> <li>▪ Understand, adhere to, and enforce policies and procedures, and lead by example</li> <li>▪ Challenge current processes and help ensure policies are in line with business objectives, meeting, or exceeding industry best practice</li> </ul>
<b>Build &amp; Maintain Relationships</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate appropriate interpersonal skills; use networks effectively; establish and maintain positive productive work relationships with members and/or suppliers and/or colleagues</li> <li>▪ Effective at getting things done through formal and informal channels</li> <li>▪ Maintain a positive working relationship with peers</li> <li>▪ Nurture relationships that support Craigmores objectives</li> </ul>

<b>Manage Time Effectively</b>	<ul style="list-style-type: none"> <li>▪ Efficiently and effectively use time and resources allocated to complete tasks</li> <li>▪ Punctual and meets deadlines</li> <li>▪ Effectively prioritises tasks at hand to meet expectations</li> </ul>
<b>Demonstrates Job Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Full working knowledge of the methods, procedures, and systems applicable to the position</li> <li>▪ Takes the initiative to ensure that skills are current, understands the function of their role and how that job plays a part in the success of Craigmore</li> <li>▪ Consistently exhibits the ability to learn and apply new skills</li> <li>▪ Understands Craigmore business principles and language and uses this understanding to establish clear priorities for actions</li> </ul>
<b>Displays Accountability</b>	<ul style="list-style-type: none"> <li>▪ Accepts responsibility for work and decisions</li> <li>▪ Initiates and sets clear objectives and measures for self and others</li> <li>▪ Monitors process, progress, and results; recognises and supports the importance of “ownership”</li> <li>▪ Fulfils commitments; is dependable and self-reliant</li> <li>▪ Acknowledges mistakes and gains insights from them</li> <li>▪ Maintains confidentiality with sensitive information</li> <li>▪ Understands and demonstrates behaviours that drive compliance</li> </ul>
<b>Contribute to a Positive Culture</b>	<ul style="list-style-type: none"> <li>▪ Understand and actively support the Craigmore values and exhibit behaviours that are consistent with them</li> <li>▪ Show appropriate respect and understanding to all cultures</li> <li>▪ Promote positive change initiatives with team members</li> <li>▪ Collaborate effectively by contributing to the success of Craigmore; treating others with respect, trust, integrity honesty, courtesy, and professionalism; being open to feedback; working effectively with others; acting in line with our values; being truthful and credible; working effectively with everyone for the mutual benefit of Craigmore</li> </ul>

**CRAIGMORE’S VALUES**

Understand Tomorrow, Act Today



Connect and Empower



Deliver with Integrity



**ACKNOWLEDGMENT OF PERSON SPECIFICATIONS AND POSITION REQUIREMENTS**

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_