# Te Paratai - Tractor Operator Job Description

## Strategic Business Focus:
To maintain a highly profitable agribusiness operation that runs efficiently and capably allowing the business to thrive in all environments.

Teamwork is a key part of this business, with each role having clearly defined areas of responsibility. Staff are expected to act in a professional manner at all times, taking ownership for their key responsibility areas in a safe, honest and transparent way.

## Purpose of Position:
To contribute to the success of the operation through completing seasonal tractor work duties to the highest standard and assisting with additional machinery work, maintenance or general farm work as required. Assist the wider Te Paratai team in achieving their seasonal goals.

## Reporting Lines:
The Tractor Operator reports to the Te Paratai General Manager.

## Key Relationships:
**Internal:**
- Nigel Taylor (General Manager)
- Te Paratai Team Members
- Te Paratai Farm Managers

**External:**
- Suppliers
- Stakeholders
- Surrounding Community

## Qualifications & Additional Requirements:
- Four weeks of annual leave is available (as per employment legislation) with leave applications to be submitted a fortnight prior to the requested leave. Generally, leave will not be approved throughout the peak season (October, November, December, March, April and May).

- The ability to be flexible and work a range of hours is paramount with varied hours common throughout the season and in line with any breakdown requirements.

- Some driving experience carrying out dirt work and fertilizer application as well as operating spraying equipment, is preferred.

- Possess great communication skills, show attention to detail, enjoy working in a team, be well presented and have a genuine focus on Health and Safety.

- The Tractor Operator should be physically fit and capable of lifting weights of up to 40kg.

- Must hold a full and valid Driver Licence.
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<th><strong>Key Responsibility Areas</strong></th>
<th><strong>Critical Tasks/Measures</strong></th>
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| Equipment and Asset Management | ▪ Responsible for caring for and regularly checking all machinery and equipment, including;  
▪ Carrying out weekly and daily machinery and vehicle checks – ensuring all equipment and plant is in a safe and working condition, reporting any issues or damage to the General Manager within one day.  
▪ Ensuring oil, fuel, water, tyres, wheel nuts, draw bar bolts and towing hitches, in any tractor/bike used is checked daily before operating.  
▪ Operating all machinery in a safe manner minimising risk to oneself and others.  
▪ Removing the keys from any vehicle operated, at the end of the day, and returning them to the key cabinet/office.  
▪ Ensuring the equipment is always kept clean and tidy and that any gear used is thoroughly cleaned after use and regular maintenance when/if required is carried out. |
| Health and Safety | ▪ Follow Te Paratai Health and Safety policy to ensure safety of Stakeholders, Team Members, Visitors to site and Self, including;  
▪ Keeping all work sites clean and tidy with all vehicles/machinery looked after and kept in optimum conditions.  
▪ Making sure awareness around safe work practices is built into the team culture, workshop environment and conversations.  
▪ Eliminating workplace hazards and ultimately workplace injury.  
▪ Following all other Health, Safety and Environment policies. |
| Record Keeping and Reporting | ▪ Responsible for recording all cropping/harvesting events, including;  
▪ An outline of all work done on all Te Paratai properties to detail the farm name, work description, date completed and time spent on the job.  
▪ The date, amount and type of fertilizer applied to paddocks on each property serviced.  
▪ Responsible for recording any maintenance required or completed on machinery and equipment and reporting to the General Manager when required.  
▪ Responsible for reporting any areas of general concern or any problems relating to the role, inclusive of any damages or breakdowns to the General Manager in a timely manner. |
- Responsible for accurately recording own hours on the timesheets provided and submitting them to the specified area daily, as directed by the Employer.

### Machinery & Implement Operation

- As required, take responsibility for the operation of tractors, and other supporting implements, to complete contracting tasks, including:
  - Safely attaching and detaching farm implements to tractors, as well as using equipment and hand tools.
  - Carrying out repairs and maintenance (both planned and unplanned) and servicing of tractors, machinery and equipment.
  - Using cultivation preparation machines such as a plough, discs, power harrow, digger, levellers and cultivators to prepare soil as well as seed drilling.
  - Supplementary feed making, such as; mowing, turning, racking, baling, harvesting carting and rolling selected grassed paddocks for silage and hay.
  - Applying fertilizers or pesticide solutions to control insects, fungus and weed growth, and diseases, using sprayers and spreaders.
  - Reseeding of paddocks after they have been used in the cultivation of additional feed using the appropriate seed drills.
  - Carrying out ad-hoc general labour activities, such as; fencing, wood splitting, fixing water lines, effluent and water installation, shifting, as well as feeding stock, and general farm duties.

### General Responsibilities & Requirements

- Responsible for the following general areas of work, including:
  - Ensuring company procedure and policies are adhered to, with a particular focus around Health, Safety and Environment policy.
  - Developing and maintaining positive and productive working relationships with team members, stakeholders, contractors and suppliers.
  - Wearing personal protective equipment correctly and in a safe manner.
  - Becoming familiar with new technologies and assisting with the introduction of them to the business.
  - Completing accurate time records and timesheets, detailing hours worked, and submitting daily.
  - Being extremely punctual at all times, a strong communicator, able to plan, prioritise and execute tasks as well as admit mistakes.