



General Nursery/Farm Hand (Tractor Operator) Position Description

POSITION DETAILS					
Position Title	General Nursery/Farm Hand (Tractor Operator) – <i>alternative titles: General Farm Hand OR General Nursery Hand</i>				
Department	Nursery				
Reports to	Production Manager or site Nursery Operations Manager				
Location	Victoria or Tasmania (varies)				
Incumbent	Multiple				
Prepared by	Sonia Murat (HR Manager)	Signature		Date	29/04/2022
Approved by Manager	Richard Shenfield (National Nursery Manager)	Signature		Date	26/04/2022
Direct Reports (Titles)	Nil				
POSITION SUMMARY					
<p>This position is responsible for carrying out day-to-day tasks at nursery sites as directed by site nursery management with a primary focus on tractor, forklift and farm equipment operations including the use of farm implements and irrigation equipment. Other tasks include hands-on in-field manual activities including planting, harvesting and other duties, as well as overseeing and working with contract seasonal labour.</p>					
KEY LIASONS					
Internal	Nursery Team				
External	Suppliers & contractors				
KEY RESULT AREAS AND PERFORMANCE TARGETS					
Key Result Areas	Objectives			Key Performance Indicator(s)	
Field Operations	<ul style="list-style-type: none"> ▪ Carry out general duties at the nursery such as chemical spraying, fertigation, operating various machinery and implements (tractors, slashers, boom and multi row sprayers, cultivators, harvesters, forklifts, ATV's etc) ▪ General hands-on manual nursery tasks such as wire lifting, planting, foliage management, ▪ Assist with irrigation equipment for example moving hoses/ sprinklers, checking / 			<ul style="list-style-type: none"> ▪ Achievement operation targets as set by Management. ▪ Accurate and daily reporting on actions performed. 	

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	<ul style="list-style-type: none"> maintaining sprinklers, valves and filters dripper repairs & maintenance ▪ Organising small teams in peak period 	
<p style="text-align: center;">Workplace Health & Safety</p>	<ul style="list-style-type: none"> ▪ Ensure field operation activities are performed in accordance with both regulatory and company standards and policies. ▪ Maintain a safe and healthy work environment at all times. ▪ Assist in the investigation of a reportable incident or injury. ▪ Ensure the timely reporting of all incidents and hazards. 	<ul style="list-style-type: none"> ▪ Zero LTI achievement. ▪ Reduction of AIFR by 20% YOY for designated work group.
QUALITY & INNOVATION		
<ul style="list-style-type: none"> • Ensure the standard operating procedures for critical process are developed and maintained. • Ensure management information and records are correctly maintained in accordance with Company procedural requirements. • Contribute, share and communicate to foster team work. • Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities. 		
WH&S		
<p>All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:</p> <ul style="list-style-type: none"> • Follow all Workplace Health and Safety policies and procedures at all times; • Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times; • Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise; • Work with a "safety mind" and will not carry out any activity unless confident that they have sufficient knowledge to do is safely. If the incumbent is in any doubt as to the safety of the activity and / or process he / she will stop and seek guidance from a qualified person. • Report any safety hazards to the relevant supervisor / manager. 		
EMPLOYEE RIGHTS & RESPONSIBILITIES		
<p>The incumbent has an obligation to uphold the following principles:</p> <ul style="list-style-type: none"> • Everyone at shall treat each other with mutual respect and trust; • All employees should have the right to be treated fairly and with proper courtesy; • All employees should feel confident that they are working in a workplace free of harassment; • Abide by equal opportunity and anti-discrimination policies and principles. • Take the time to listen to and respect the views of others. • Encourage and support others in the workplace. • Accept responsibility for my actions. 		

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- Accept and provide constructive feedback.

COMPETENCIES

Functional / Position Specific Competencies	Rating
Certification & Licences: First Aid & ChemCert is preferred but forklift licence and drivers licence is essential.	Valuable
Industry Experience: Previous experience with farm equipment and general farm experience is essential. Ability to operate tractors, forklifts and other related farm/nursery equipment.	Important
Flexibility: Ability to work weekends and public holidays when required.	Important
Working Rights: Full unrestricted Australian working rights and drivers licence.	Important
Communication: Ability to communicate both verbally and written (basic level proficiency). Physical functional capacity to perform repetitive manual labour.	Important