

Position Description

Buildings and Grounds Team Leader

Title:

Buildings and Grounds Team Leader

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To manage and supervise the Buildings and Grounds Assistants to ensure that site sanitation and maintenance activities are completed on time and to the standard required by a food production facility.

To assist the Buildings and Grounds Assistants with various duties in and around the site to ensure the company's buildings and grounds are maintained. Such duties include grounds maintenance, building ventilation, sanitation building inspection and maintenance and operational management of the pest contract.

Management of external contractors as may be required to carry out duties such as emptying of septic tanks and disposal of scrap metal.

Reports to:

Buildings and Grounds Manager

Direct Reports:

Buildings and Grounds Assistants (x2)

Key Relationships:

Buildings and Grounds Manager
Plant Supervisors
Maintenance Staff
Plant Operators
Compliance Staff
Warehouse Staff
External Contractors

Authorities & Financial Responsibilities:

Amount of Dollar dimensions applicable to your job	
<u>Amount</u> NA	<u>Comment</u> NA

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Key responsibilities:

IN DESCENDING ORDER OF IMPORTANCE DESCRIBE THE KEY IMPORTANT AND DISCRETE ACCOUNTABILITIES

Key Responsibility	% of time
Management of the Buildings and Grounds Assistants including task allocation and planning.	20
Environmental Cleaning and Maintenance	20
Building Ventilation	20
Pest Management	15
Building inspection and maintenance	15
Organisation of External Contractors	10

Key Result Areas (KRAs):

KRAs:	Measures:
Team Organisation and Management	<ul style="list-style-type: none"> • Management and organisation of the Buildings and Grounds Assistants to ensure that all tasks are completed in a timely manner and to a suitable standard. • Organisation of external contractors to carry out on site work. • Preparation of permits for external contractors and the Buildings and Grounds team where required. • Reporting of non-conformances and items requiring maintenance to the Buildings and Grounds Manager • Ordering of equipment and materials as required for the Buildings and Grounds Team to carry out their duties.
Buildings and Grounds	<ul style="list-style-type: none"> • Completion of routine and non-routine washing, sanitising and chemical cleaning of external plant and buildings. • Ensuring external plant and buildings are kept in a tidy manner and are properly maintained. • Ensuring site defibrillators, spill kits, first aid kits and PPE kits are replenished and are maintained. • Maintenance of site grounds in accordance with standard operating procedures • Performing non-routine tasks for the engineering services department. • Any non-conformances associated with environmental operations are reported to the Buildings and Grounds Manager
Pest Management	<ul style="list-style-type: none"> • Day to day operational management of the Pest contract and contractors to conform with the pest management programme standard • Pest siting Investigations are undertaken in a timely manner
Building Ventilation	<ul style="list-style-type: none"> • Building ventilation maintenance and cleaning is performed in accordance with standard operating procedures.

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Building Inspection	<ul style="list-style-type: none"> Site walks and building inspection to ensure that minimum hygiene and condition standards are maintained.
Health & Safety	<p>Provide leadership and direction in matters relating to Health and Safety by understanding and implementing the requirements of the Health and Safety at Work Act, and Tatua's policy and procedures. This includes:</p> <ul style="list-style-type: none"> implementing and maintaining Tatua's safe working practices and procedures within your team and leading by example in all areas of health and safety; ensuring team members understand, and comply with, any reasonable policy or procedure given by Tatua; ensuring team members participate in Health and Safety training, meetings and events when required; encouraging team members to be actively involved in hazard and risk identification, assessment and control; following all reasonable health and safety rules and instructions; taking reasonable care for your own health and safety at work and the health and safety of others; taking reasonable care that your acts (or omissions) do not adversely affect the health and safety of yourself or others; co-operating with any reasonable policy or procedure from Tatua, including wearing any necessary personal protective equipment and clothing; reporting any potential or actual risks, injuries, work-related illnesses and incidents (including near misses) so Tatua can investigate, and eliminate or minimise harm or risk of harm.

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly
- To cease any operation if it is acknowledged the operation will affect product quality or is an environmental risk.
- To cease any operation if there is an acknowledged safety risk.

Knowledge/ Experience:

Essential
<ul style="list-style-type: none"> Highly motivated, an ability to work with minimal management involvement and flexibility to handle change Ability to lead and develop a team to deliver outstanding results. Excellent communication skills – written and verbal Good time management, self-discipline, priority setting skills Strong customer focus with a positive “can-do” attitude Good interpersonal skills with demonstrated ability to communicate effectively with a wide range of audiences using a variety of media. Ability to work independently or as part of a team Proficiency in the use of Microsoft Office applications Full driver's license Proven success at building relationships and resolving issues with internal and external stakeholders
Desirable
<ul style="list-style-type: none"> Dairy Industry experience Building maintenance experience

Qualifications (or equivalent level of learning:

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Essential	Desirable