

Position Summary:		
Position Title	Civil Labourer and STMS	
Position No.		
Function	Operations	
Location	Blenheim	
Reports to	BHE Civil Manager	
No. direct reports	0	
This PD was last reviewed by:	HR Manager	
Purpose:		
As a STMS you be responsible for managing all temporary traffic management aspects of a roadworks site. Along with STMS duties, you will assist your crew with labouring duties when needed. You will also make sure both your team and the public are always safe, in accordance with Company policies and operating procedures and NZ Legislations.		
Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> • Previous experience in construction industry 		X
Qualifications		
<ul style="list-style-type: none"> • NCEA Level 2 • Valid drivers licence • STMS Level 1 	X X	X
Skills / Abilities		
<ul style="list-style-type: none"> • Ability to read labels, safety warning and guidelines • Attention to detail and alert always to ensure safety • Able to receive and follow instructions and communicate with co-workers • Punctual and reliable 	X X X X	

Decision Making Authority & Mandatory Obligations	
Decision Making	<ul style="list-style-type: none"> • Act in accordance with any delegations for this role
Ethics & Compliance	<ul style="list-style-type: none"> • Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures
Operations	<ul style="list-style-type: none"> • Performing STMS duties including traffic management set-ups and site consultations. • As required provide traffic management advice and support to other CMT Group sites • Provides feedback and follow through on corrective actions and improvement opportunities in relation to traffic management • Works as part of a team as a labourer carrying out tasks such as general landscaping, and construction works.

	<ul style="list-style-type: none"> • Concrete works: footpaths, nibs, crossings, driveways, paths other general concrete work. • Form work: Boxing, de-boxing and prep work. • Paving works in all areas. • Carries out all acid washing and sealing on concrete works. • Assists in yard to deliveries to clients. • Ensures the site is always left clear and tidy at the end of each day, or when a project is finished. • On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances. 	
Safety	<ul style="list-style-type: none"> • Comply with all national, legal and all other stakeholder's regulation, procedures and expectations. This includes CMT Group's Code of Conduct. • Reports on safety near misses and incidents that occur within the yard and where required investigates and support improvement of safety performance. • Always wears florescent clothing when working on site. • The employee must wear correct PPE / Uniform required for their job description • The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in SHE. 	
Values	<ul style="list-style-type: none"> • Lead by example and live the CMT Group's values. (refer to annexure 1) 	
Risk Management	<ul style="list-style-type: none"> • Promote the use of risk-based thinking and ensure risk management practices are utilised. 	
Leadership and Culture	<ul style="list-style-type: none"> • Through personal example, create and sustain a high performing, positive culture across CMT Group that enables employees to achieve full individual potential through positive leadership. 	
Acknowledgement		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
Employee Name:	Signature:	Date: