

Position Description

Position Summary:	
Position Title	Yard Manager
Position No.	
Function	Operations
Location	Blenheim
Reports to	Operations Director
No. direct reports	0
This PD was last reviewed by:	HR Manager

Purpose:
 Responsible for managing 12 Taylor Pass Road, with arranging deliveries to sites and conduct general maintenance to small value assets and tools held in the yard, in accordance with Company policies and operating procedures and NZ Legislations.

Expertise	Essential	Desirable
Experience/ Knowledge		
Yard Management		X
General Maintenance		X
Qualifications		
Class 1 and Class 2 Drivers Licence	X	
Forklift Licence	X	
Wheels, Tracks and Rollers Licence	X	
Skills / Abilities		
Strong time management skills		X
Ability to plan		X
Excellent communication skills		X
Excellent customer service skills		X
Basic computer skills	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"> Responsible for managing the Yard at 12 Taylor Pass Road, ensuring everything is run smoothly and all correct gear is returned. Assists in yard to deliveries to clients. General maintenance to small value assets and tools kept at our yards. Works as part of a team on a field project as a labourer carrying out tasks such as general landscaping, and construction works when in need of extra hands.

Position Description



	<ul style="list-style-type: none"> • Carry out truck driving for CMT jobs when necessary: carting products in and out of site, deliveries. • Ensures the site is always left clear and tidy at the end of each day, or when a project is finished. • General maintenance to small value assets and tools • Test and tag tools. • On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances. 	
<p>Safety Responsibilities and Accountabilities</p>	<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. • Take reasonable care for your own personal health and safety. • Take reasonable care that your actions, or lack of action, do not adversely affect the health and safety of other persons. • Comply, as far as reasonably possible, with any reasonable instruction that is given by CMT Group, to allow CMT Group to comply with the Health and Safety at Work Act 2015 or other relevant regulations. • To stop work, or stop another from working, if they feel the work is unsafe 	
<p>Values</p>	<ul style="list-style-type: none"> • Lead by example and live the CMT Group’s values. (refer to annexure 1) 	
<p>Risk Management</p>	<ul style="list-style-type: none"> • Promote the use of risk-based thinking and ensure risk management practices are utilised. 	
<p>Leadership and Culture</p>	<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. 	
<p>Acknowledgement</p>		
<p>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.</p>		
<p>Employee Name:</p>	<p>Signature:</p>	<p>Date:</p>