Tractor Operator – Job Description

Position Title		
Based	Ashburton	
Reports to	Field supervisor	
Direct Reports	None	
Overall Purpose	The ‘Chaser tractor Operator’ is responsible for ensuring pea, broad bean or corn crops are harvested as efficiently and safely as possible using the machinery supplied by Seasons Best. The ‘Chaser tractor Operator’ is also responsible for the day to day running of their tractor / harvester including operating within the NZLTSA guidelines and rules and always following all company policies and procedures. To also keep the interior of the cab in a respectable condition for all operators to be able to use the machine safely. The ‘Chaser tractor Operator’ must ensure that all documentation including but not limited to Pre-Operational Check Sheets, Diesel usage registers, breakdown registers and training material (SOP & SWP) are filled in honestly and correctly.	
Relationships	Internal	Field and Agronomy Team including Admin Operations & Freight, QA Team, Production/ Factory Team, Senior Lead Team, Lead Team.
	External	Grower
Delegated Authority	None (As per delegated authority guidelines.)	

Key Accountabilities	
Areas of Responsibility	• Operating the Tractor / Harvester efficiently and correctly. • Minimise wait time for trucks. • Offloading raw product onto cartage vehicles and minimising spillages. • Maintaining machine; Washing, Blowdown, greasing schedule and general tidiness. • (If harvesting) Maximising harvester head on ground time, maximising harvest area with machine positioned correctly. • Complete machine checks and record honestly in device.
General	• Cleanliness is non-negotiable.
Overlapping Duties	• Taking care not to damage equipment paddock and posts etc

System and Reporting	• Bullet point list here •
Health, Safety and Wellbeing	• All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS. • Be aware of and comply with the legislative requirements as defined in the HSWA 2015. • Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace. • Behave in a manner that does not endanger the health and safety of themselves or others. • Halt work immediately if it would expose you (or anyone else) to a serious risk. • Prioritising employee wellbeing, ensuring a supportive, balanced and inclusive environment. • Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels.
	• Bullet point list here
Other	• Other tasks may be requested to align with the changing needs of the business.

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	• Reversing trailers and tractor driving experience. • Formal Agriculture Training/Background (Preferred). • A Class 2-5 License, W & D endorsement would be advantageous. • Ability to add load weights to load trucks to the maximum without exceeding.
Skills and Knowledge	• Excellent communication skills. • Advanced troubleshooting skills. • Solid understanding of health and safety regulations and practices. • Computer literate with capability in email, MS Office, MS Teams.
Personal Attributes	• Highly organised. • Strong attention to detail. • Resilient & have a can-do attitude. • Pragmatic and proactive, ability to self-manage and use initiative. • Driven for results. • Be a team player that can handle intense work pressure.

Key Performance Indicators (KPIs)

1. Daily shift machine check completed and recorded accurately.

2. Drive tractor and other equipment if needed to the correct paddock using the directions given by the supervisor.
3. No broken posts and other damage or spillage or wastage.
4. Communicate with the supervisor on the best place to load trucks.
5. Retrieve loads as efficiently as possible, this may include part full harvesters and minimise truck wait times.
6. Communicate any issues directly to the Harvest supervisor or onsite mechanics.
7. Blowdown & wash machine during defrost.
8. Ensure all greasing, refuelling and scheduled maintenance is performed correctly and in a timely fashion.

Name		Date	
Signed			