

Position Description

Position Title:	PPP – Facilities Supervisor
Reports to:	PPP – Operations Manager
Group Division/Function:	PPP – Potted Plant Production

Role Purpose	
<p>The purpose of this role is to act as a Facilities Supervisor in the area of our Nursery operations.</p>	
1.	<p>This hands on role is to ensure the Nursery Operations facilities are maintained at an optimum, minimizing downtime, ensuring an efficient operation with a focus on plant health and employee safety.</p> <p>Play an active role in the design, planning, and development of new facilities and plant and equipment, as directed by the PPP Operations Manager.</p>

Key Area of Accountability	% of the Total Role	What are the Outputs Expected
Supervisor	30%	<ul style="list-style-type: none"> • Supervise, train, and coach team members assigned to facility tasks. • Where applicable ensure job sheets / SOPs are issued to teams prior to commencement of tasks, and the team have been trained / instructed correctly and are adhering to the SOP/Job Sheets. • Ensure processes are completed in a timely manner with a focus on ensuring we deliver on time, on quality, in specification, and on KPI • Be proactive in learning about nursery operations to assist in maintenance and development of facilities to enhance plant health and the production of top-quality plants
Nursery Operations	30%	<ul style="list-style-type: none"> • Responsibility for the upkeep and maintenance of all plant, equipment, buildings, environmental control systems, roadways, utility services etc • Carry out inspections of the facilities to identify and resolve issues • Ensure a program of preventative, proactive maintenance for all relevant areas of the operations is implemented • Develop and manage relationships with contractors and service providers. • Keep accurate and up to date maintenance logs and report on daily activities. • In consultation with the PPP Operations Manager develop a facilities daily/weekly plan and ensure projects / maintenance is prioritised by Nursery production needs. • Production plant is compliant with company policies and safety standards. • Expenditure is within budget and approved by the PPP Operations Manager • Keep the production facility tidy and presentable

		<ul style="list-style-type: none"> • Ensure Hygiene standards are maintained at optimum levels at all times, and strictly adhere to standard operating procedures • Ensure machinery is operated in a safe manner and according to the companies Health and Safety standards • Make sure all equipment required is in good order, calibrated if required, and available prior to operations commencing. • As part of the Nursery team you are encouraged to learn about the industry we work in and bring forward ideas that may improve the way we do things. • Play a hands-on role in Nursery projects and activities, as directed by the Operations Manager • Focus on continuous improvement of Nursery facilities, plant and equipment to aid in the maintenance of an efficient quality focused operation.
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Project Management	15%	Play an active support role in: <ul style="list-style-type: none"> • Design, planning, and management of new Nursery based infrastructure projects. • Cost analysis, budgeting. • Agreeing Project objectives. • Carrying out risk assessments. • Recruiting specialists / contractors • Ensuring all the aims of the project are met on time. • Monitoring Contractors/Sub Contractors.
General	20%	<ul style="list-style-type: none"> • Ensure equipment is appropriately used in accordance with Riversun NZ standard operating procedures • Quality control issues and problems are reported on. A positive attitude towards quality is developed, maintained and rewarded across all areas of production. An environment of continuous quality improvement is developed. • Assist the Operations Manager in creating a team environment that rewards positive attitudes, progressive and inclusive thinking, and a continual focus on betterment and improvement. • Assist the Operations Manager in fostering a focus on achieving the businesses Sustainability goals. • From time to time the Employee may be required perform other duties within other areas of the company which the Employer may reasonably expect the Employee to perform as the needs of the business dictates
Health and Safety	5%	<ul style="list-style-type: none"> • All Practicable Steps are taken to ensure safe and best practise operating procedures are always used. • Ensure any H & S concerns are notified to the Operations Manager or appropriate delegate as soon as practicable after identification. • Incident and Accident reports are completed and submitted in a timely manner

Key Requisites
Education/Experience and Qualifications
<ul style="list-style-type: none"> • 2 years experience in building or maintenance industry or other relevant industry/roles
Special Skills/Competencies
<ul style="list-style-type: none"> • Current drivers license • Adaptable, flexible, able to change plans based on the changes in the plants, a problem solver. • Dedicated, with a positive attitude.

- Self-aware, regimented/understands and works to the time sensitive nature of the plants.
- Takes responsibility for results, organised, sets standards
- Strong interpersonal skills, a clear communicator, collaborates well with others, builds relationships.
- A current forklift operators certificate would be an advantage.

Key Working Relationships		
Most frequent Contacts	Internal/External	Nature or Purpose
PPP Operations Manager	Internal	<ul style="list-style-type: none"> • Reporting Line • Any relevant strategic or operational issue impacting on the business.
Plant Health Technicians Production Supervisor Maintenance Team Leader Team Leaders Nursery Workers	Internal	<ul style="list-style-type: none"> • These are key working relationships and need to be developed and maintained.
Riversun Staff	Internal	<ul style="list-style-type: none"> • It is expected that a courteous and professional working relationship will always be maintained with all other Riversun employees and management.
External Service Providers and Customers	External	<ul style="list-style-type: none"> • As required and/or directed from time to time.