

Position Description

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

Role Purpose	
The purpose of this role is to act as a Facilities Team Leader in the area of our Nursery operations.	
1.	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.

Key Area of Accountability	% of the Total Role	What are the Outputs Expected
Team Leader	30%	<ul style="list-style-type: none"> • When required lead and train team members assigned to facility tasks. • Where applicable ensure job sheets / SOPs are used for tasks, and the team have been trained / instructed correctly and are adhering to the SOP/Job Sheets. • Make sure all equipment required is in good order, calibrated if required and available prior to operations commencing. • 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 an active hands on member of the facilities team.
Nursery Operations	30%	<ul style="list-style-type: none"> • As directed by the Facilities Supervisor assist in the upkeep and maintenance of all plant, equipment, buildings, environmental control systems, roadways, utility services etc • As directed by the Facilities Supervisor assist in carrying out inspections of the facilities to identify and advise issues. • Keep the production facility tidy and presentable. • 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 • 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 Facilities Supervisor.

General	20%	<ul style="list-style-type: none"> • Ensure equipment is appropriately used in accordance with Riversun NZ standard operating procedures
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		<ul style="list-style-type: none"> 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 Facilities Supervisor 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"> Minimum 2 years relevant experience at a comparable level
Special Skills/Competencies
<ul style="list-style-type: none"> Current drivers license Experience in maintenance or building. 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
Facilities Supervisor	Internal	<ul style="list-style-type: none"> Reporting Line Any relevant strategic or operational issue impacting on the business.
Plant Health Technicians Production Supervisor 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.

