

POSITION DESCRIPTION

Position	Yard Hand
Report to	Construction Manager
Direct & Indirect Reports	Nil
Business Unit	Construction
Location	Milton
Delegated Authorities	Makes decisions as delegated by the Storeman and Logistics Coordinator and in accordance with this Job Description

POSITION SCOPE AND PURPOSE

To carry out general labouring duties at the Calder Stewart Milton yard.

KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning.

Carry out general labouring duties as directed by the yard Storeman and Logistics Coordinator.

Assist in loading and unloading trucks.

Conduct maintenance on yard and site equipment.

Delivery and pick-up duties as required.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies.
- Throughout the workday H & S practice is observed and action taken if practices are unsafe or not being carried out.
- Health and Safety responsibilities for this role are met.
- All work is carried out in a safe working environment.
- Contracts / jobs are completed on time and to specification in the most safe, efficient, and effective manner possible.
- Trucks are loaded and unloaded efficiently and safely.
- All variations, errors or any other site issues are notified to the Foreman as soon as possible.
- Deliveries and pickups are made within timelines required.

Complete timesheets, job cards etc as and when necessary.

- Documentation is accurately completed.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Storeman
- Logistics Coordinator
- Project Managers
- Foremen
- Logistics staff
- ReoXpress staff
- Joiners

External

- Contractors
- Service Providers

PERSON SPECIFICATIONS

Essential

- Class 2 Drivers Licence.
- Extensive knowledge of loading specialised loads.
- Knowledge and understanding of transport legislation.
- A range of practical skills.
- Understanding of basic building methods and terms.
- Knowledge of worksite safety rules.
- Knowledge of correct lifting techniques.
- Skill using and caring for equipment.
- A good level of physical fitness.
- Able to follow clear instructions.
- Ability to work within a team.
- Ability to learn new techniques.
- Good organisational skills.
- Self-motivated, reliable, and punctual.

Desirable

- Class 4 licence.
- A good sense of humour and can-do attitude.

CSSSL Standards – Attitude and Conduct

CSSSL Standards outline the key attributes we expect staff to apply as they go about their work and in their interactions with other colleagues and customers. These standards are outlined in the employee handbook.



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.