



POSITION DESCRIPTION

Orchard Team Leader / Supervisor

1. Position Details

Position title	Orchard Team Leader / Supervisor
Business unit	Pipfruit Division or Kiwifruit Division
Reports to division)	Pipfruit Manager (pipfruit division) or Kiwifruit Foreman (kiwifruit
Direct reports	Allocated orchard crew (excludes disciplinary action)
Key location	Fairfield Orchards sites, Motueka / Riwaka
Employment type	Permanent full-time, or fixed term (seasonal)
Document reference	PD-O-XX
Date approved	

Remuneration, hours of work and other terms of employment are set out in the individual employment agreement, not in this position description.

2. Purpose of the Position

The Orchard Team Leader / Supervisor organises, leads, and supervises an allocated crew of orchard workers across seasonal activities in either the pipfruit or kiwifruit division, as directed by the Pipfruit Manager or Kiwifruit Foreman. The role is applicable to both divisions — the core responsibilities of team leadership, seasonal task execution, machinery operation, and record-keeping are consistent regardless of which division the position holder is assigned to.

The role is responsible for allocating work areas, directing and training crew members, monitoring and correcting performance, maintaining equipment, and ensuring all quality and health and safety standards are met. During quieter seasonal periods, the position holder may work independently or as part of a team on general orchard maintenance, construction, spraying, weed control, and other farm duties as directed.

3. Key Relationships

Internal

- Pipfruit Manager or Kiwifruit Foreman (reporting line, depending on division)
- Allocated orchard crew (direct day-to-day supervision)
- Other Team Leaders / Supervisors (peer coordination across blocks and activities)
- Tractor Drivers (bin placement, retrieval, and machinery coordination)
- Quality Controllers and Field QC team (fruit quality standards and picking performance)
- HR Manager (timesheets, absenteeism, and HR matters)

External

- Nil routine external relationships

4. Key Accountabilities

The role is accountable for the outcomes below. How those outcomes are achieved may vary with seasonal demands and Company priorities.

4.1 Seasonal Orchard Operations

- **Work plan execution** — Weekly activities and operating plans are executed within required timeframes and to the specified standard; seasonal activities are completed on schedule as directed by the Pipfruit Manager or Kiwifruit Foreman.
- **Pruning** — Crew members take the correct wood when pruning; winter pruning results in trees with the correct balance between structure and fruiting wood.
- **Thinning** — Defects are removed and desired fruit counts are achieved during thinning; fruit counts are checked and recorded on at least one tree per row using a ladder to confirm targets are being met.
- **Picking and harvest** — Picking operations are coordinated to minimise B-grade bins and meet quality standards; blocks are picked correctly in accordance with picking plans and QC direction.
- **General orchard duties** — During quieter seasonal periods, general orchard maintenance, construction, spraying, weed control, and other duties are carried out as directed.

4.2 Team Leadership and Supervision

- **Crew supervision** — The allocated crew works efficiently and effectively at all times; work is allocated clearly, performance is monitored, and corrective guidance is provided promptly.
- **Induction and training** — Crew members are inducted and trained in relevant SOPs and task-specific hazards before commencing new activities, as guided by the Pipfruit Manager or Kiwifruit Foreman.
- **Attendance and timekeeping** — Start and stop times are adhered to; absenteeism is reported promptly to the Pipfruit Manager / Kiwifruit Foreman and HR Manager.
- **Performance issues** — Staff performance issues are identified and reported to the relevant manager promptly; disciplinary or formal action is handled by the Pipfruit Manager or HR Manager.
- **Crew coverage** — Temporary coverage is provided within the crew where necessary to maintain continuity of operations, such as when a team member takes an unscheduled break.

4.3 Machinery and Platform Operation

- **Platform operation** — Mobile platforms are transported, placed, warmed up, and ready to operate at the start of each day; platforms and mounted machinery are fuelled, oiled, greased, and checked in accordance with manufacturer guidelines and daily maintenance records are completed.
- **Machinery operation** — Orchard machinery including tractors, Hydraladas, platforms, and hydraulic pruning equipment is operated safely and in accordance with the appropriate SOP and Company health and safety requirements.
- **Platform transport** — Platforms are loaded and transported safely and securely using the double-axle trailer to other orchard sites as required.
- **Crew platform compliance** — All platform personnel have completed the required SOP training before operating platforms; platform equipment is always operated correctly within Company health and safety guidelines.

4.4 Equipment and Workshop

- **Equipment care** — All equipment, tools, and resources — including ladders, picking bags, and wet weather gear — are correctly returned to the workshop or designated location after use; damage or repairs required are reported to the relevant maintenance contact promptly.
- **Workshop documentation** — Workshop sign-in and sign-out documentation for tools and equipment is completed correctly; maintenance records confirm daily checks are being performed.
- **Bins** — Bins are correctly filled, positioned near pickers for efficiency, and repaired or flagged for repair when damaged.

4.5 Records and Administration

- **Timesheets** — SNAP timesheet data for the crew is correctly entered by Sunday evening and preferably updated daily.
- **Expenditure** — Company internal procedures are followed for maintenance, fuel use, and Company-related expenditure; order numbers are used at time of purchase and receipts are submitted to the office with expenditure identified; fuel use for Company vehicles and machinery is correctly documented.
- **Piecework rates** — Contributes to the setting of piecework rates as directed by the Pipfruit Manager or Kiwifruit Foreman.

4.6 Health and Safety

- **Policy compliance** — Company health and safety policies and procedures are understood and observed at all times; no breaches occur during employment.
- **Hazard and incident reporting** — Hazard identification and near-miss reporting procedures are followed at all times; injuries, near misses, and hazards are reported promptly in accordance with Company Health and Safety procedures.
- **PPE** — Personal protective equipment issued by the Company is always worn and correctly maintained; the Company is advised immediately where replacement PPE is required.
- **First aid** — First aid equipment is accessible and available to the crew at all times in the field.

5. Authority and Delegations

- Has day-to-day supervisory authority over the allocated orchard crew.
- May direct crew members to carry out all reasonable orchard tasks within the scope of their role.
- Does not have authority to take disciplinary or formal action — this is handled by the Pipfruit Manager or HR Manager.
- May incur expenditure and commit the Company only within delegations approved by the Pipfruit Manager or Kiwifruit Foreman.

6. Person Specification

Qualifications (essential)

- Current New Zealand Driver's Licence

Qualifications (desirable)

- Forklift licence
- First Aid Certificate
- GrowSafe certification

Knowledge, skills and experience (essential)

Fairfield Orchards is an equal opportunity employer; selection will be based on merit and the requirements of the role.

- Proven ability to supervise and lead a team effectively
- Knowledge and experience in general apple or kiwifruit tree husbandry
- Knowledge of cyclical orchard activities (pruning, thinning, summer pruning, harvest)
- Experience operating general orchard machinery (platforms, tractors, Hydraladas, hydraulic pruning equipment)
- Strong organisational and time management skills
- Understanding of health and safety best practices in an orchard environment

Knowledge, skills and experience (desirable)

- Knowledge of pipfruit varieties (Braeburn, Royal Gala, Pink Lady, Koru, Jazz, Envy, Dazzle, Posy, Bosc) or kiwifruit varieties
- Experience in orchard development and maintenance activities (tree training, planting, canker removal)
- Familiarity with Hectre or similar orchard management systems

7. Competencies

- **Communication** — Communicates openly and effectively with the Pipfruit Manager or Kiwifruit Foreman, crew members, and other orchard teams to ensure the position's objectives and quality standards are met.
- **Leadership** — Organises and manages a crew efficiently and effectively; provides clear direction, monitors performance, and addresses issues promptly and constructively.
- **Mechanical aptitude** — Has sufficient mechanical skills and knowledge to keep platforms, machinery, and other equipment in good operating condition; identifies and reports faults proactively.
- **Teamwork** — Works effectively as part of the broader orchard team; supports colleagues and contributes to achieving Company production goals across the season.
- **Planning and organisation** — Manages daily crew workload and seasonal task priorities effectively; ensures activities are completed within required timeframes and to the specified standard.

8. Health and Safety – All Employees

Like every worker, the position holder must take reasonable care of their own health and safety, take reasonable care that their actions do not harm others, comply with reasonable instructions, policies and procedures of the Company, and report hazards, incidents and near misses, in accordance with the Health and Safety at Work Act 2015 and Company policy.

9. Performance Review

Performance will be reviewed at least annually against the accountabilities in this position description and objectives agreed for the year. Where the position holder is employed on a fixed-term basis, performance will be reviewed at the end of the term. A written performance appraisal will be provided to the position holder within five working days of the review, outlining areas of excellent, acceptable, and sub-optimal performance that may require stronger focus and adjustment. Remuneration increases or performance bonus payments should not be expected following appraisal; any such increases or payments are at the sole discretion of Fairfield Orchards Limited.

10. Changes to this Position Description

This position description indicates the general nature and level of work performed in the role. It is not an exhaustive list of duties, and the position holder may be required to perform other reasonable duties consistent with the role. The Company will consult the position holder in good faith before making material changes to this position description, and any agreed changes will be recorded in writing.

11. Acknowledgement

I have read and understood this position description and have had the opportunity to discuss it before signing.

Employee name: _____

Signature: _____

Date: _____

Director name: _____

Signature: _____

Date: _____