



POSITION DESCRIPTION

Machine Operator

1. Position Details

Position title	Machine Operator
Business unit	Orchard Operations (Pipfruit and Kiwifruit divisions)
Reports to	Operations Manager
Direct reports	Nil
Key location	Fairfield Orchards sites, Motueka / Riwaka
Employment type	Fixed-term or permanent (refer to employment agreement)
Document reference	PD-O-01
Date approved	12/06/2026

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 Machine Operator exists to support the Company's seasonal orchard operations and orchard development work through the safe and efficient operation of machinery, including tractors and implements, excavators, trucks, skid-steers, rollers, construction equipment and powered tools such as chainsaws, compactors and jack hammers.

The role attaches and removes implements, completes daily pre-start checks, refuelling and basic operator maintenance, and refers further maintenance to the workshop. Where the role includes agrichemical spraying, additional implement training and a current Growsafe certificate are required before spraying duties are undertaken.

3. Key Relationships

Internal

- Crop Protection Manager (reporting line)
- Operations Manager
- Pipfruit Division Manager and Kiwifruit Division Manager (task direction in their divisions)
- Packhouse, Yard and Coolstore Managers
- Workshop / Maintenance Manager
- Orchard development staff and fellow operators
- HR & Health and Safety Manager

External

- Machinery service and repair providers (via the workshop)
- Training and certification providers (e.g. Growsafe)

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 Machinery Operation

- **Safe operation** — Machinery, implements, vehicles and powered tools are operated safely, efficiently and only where the operator is trained and, where required, certified to do so.
- **Seasonal work** — Weekly activities and operating plans are executed, including orchard spraying, mulching, mowing and other seasonal activities across the Pipfruit and Kiwifruit divisions.
- **Daily checks** — Daily pre-start checks of machines and implements are completed before use and checklists are filed in the correct place; defects or damage are reported to the workshop when they occur.
- **Care of equipment** — Tractors and implements are inspected, cleaned (washed down) at the end of each week, and parked up correctly; cabs on cabbed tractors are kept clean.

4.2 Harvest Support

- **Harvest operations** — Harvest tractor work is carried out under the direction of the Pipfruit or Kiwifruit Division Manager when required.
- **Fruit quality** — Fruit quality is protected during transport and loading (e.g. bruising avoided), and bins are delivered or placed in the correct locations in a timely fashion.
- **Teamwork at harvest** — Works efficiently and cooperatively with harvest platforms, and assists with quality control or other duties from time to time.

4.3 General Orchard work

- **Flexibility of role** — Understands machine and tractor work are seasonally affected tasks and are not always available or necessary. Performs general orchard hand tasks other than machine operation which could include general labouring, fencing, assisting with orchard tasks, development and maintenance work, irrigation maintenance, and other tasks that utilise the worker's skills and experience.

4.4 Orchard Development

- **Development work** — Seasonal planting, structural and wiring activities meet the development specifications set by the Company, including the safe operation of heavy machinery where qualified to do so.

4.5 Workshop, Expenditure and Administration

- **Workshop procedures** — Workshop procedures and documentation for tools and equipment are followed: equipment is signed in and out, returned to the workshop or designated location after use, and required repairs are notified to the Maintenance Manager.
- **Expenditure and fuel** — Company purchasing procedures are followed: order numbers are used at the time of purchase, receipts and invoices are handed in to the office with expenditure identified, and fuel use for Company vehicles and machinery is correctly documented.
- **Time recording** — The SNAP Growing app is completed accurately with activity or task, start and finish times, and the weekly timesheet entry is complete by Sunday evening.

4.6 Health and Safety in the Role

- **Job safety assessment** — A Job Safety Assessment is completed with the manager or the HR & Health and Safety Manager before starting a new task or working in a new location, and identified hazards are controlled before work begins.
- **Reporting** — Injuries, hazards and near misses are reported promptly using Company reporting procedures.
- **PPE** — Personal protective equipment issued by the Company is worn and correctly maintained.
- **Emergency readiness** — Emergency procedures are known for each work location, including the chemical spill procedures for fuel and spray chemicals.

5. Authority and Delegations

- May stop work and notify their manager where they consider there is a serious or imminent risk to health and safety.
- May incur expenditure only with an order number and in accordance with Company purchasing procedures.
- Other authority is as delegated by the Operations Manager or a Division Manager from time to time.

6. Person Specification

Qualifications

- Current New Zealand driver's licence, or a recognised international licence (essential)
- Growsafe certificate (desirable; essential before undertaking spraying duties)

Knowledge, skills and experience

- Knowledge and experience operating general orchard machinery such as tractors, hydraladders, forklifts and chainsaws (essential or developing)
- Tractor experience, including attaching and removing implements (essential)
- Skills and abilities that can be used in tasks other than machine operation (essential)
- Good driving skills and the ability to safely navigate moderate and varied terrain (essential)
- Sound safety awareness and a willingness to follow Company procedures (essential)

7. Competencies

- **Communication** — Communicates openly with managers and fellow employees so that work objectives and quality standards are met.
- **Mechanical aptitude** — Confidently operates and maintains the machinery assigned to the role.
- **Flexibility** — Willingly applies themselves to general orchard labouring and other tasks when seasonal tractor or machine operations are not required.
- **Teamwork** — Works effectively and contributes in team-based situations so that projects, activities and Company goals are met.

- **Initiative** — Makes good decisions without constant supervision, keeps work moving effectively and does what needs to be done when working alone.
- **Safety awareness** — Identifies risk before starting work and chooses the safe option under time pressure.

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. The position holder is required to read and review the Company's Health and Safety Policy and Manual from time to time; a copy is accessible to all staff in the staffroom at the Company's packhouse and head office.

9. Performance Review

Performance will be reviewed against the accountabilities in this position description and any objectives agreed with the Operations Manager or a Division Manager. Reviews will be conducted in good faith, and the position holder may respond to and comment on any feedback before it is finalised.

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: _____

Manager name: _____

Signature: _____

Date: _____