

## GENERAL HAND | Position Description with Key Performance Indicators

This is your Position Description that accompanies your Employment Agreement. This is an important document that forms the basis of your employment with Connell Contractors. You must read this document carefully and ensure you fully understand it, as it outlines the description of the role, what is expected, and how performance is measured.

### 1.0 PURPOSE OF ROLE

- 1.1 To become an important team member by actively participating in safe practices, undertaking your role to the best of your ability to help achieve a high performing crew
- 1.2 Be able to positively receive instructions, effectively implement throughout the day to maintain a high level of competency, accuracy and quality while maintaining a safe environment for the works being undertaken

### 2.0 ROLE KEY ACCOUNTABILITIES

- 2.1 Labouring on our construction sites within New Zealand as reasonably requested. Tasks will include but not be limited to:
  - Manual labour including lifting, carrying and shovelling
  - Operating items of small plant and machinery on which you have been deemed competent
  - Assisting all other trades on site to allow tasks to be completed as efficiently as possible
  - Spotting plant and machinery
  - Placing concrete
  - Collecting and/or delivering materials
  - Site cleaning duties and general housekeeping
- 2.2 You will be required to conform to the company's policies, manuals and procedures while maintaining compliance to the Health and Safety at Work Act 2015 and Regulations 2016 including other accreditations the company holds:
  - Health and Safety;
  - Quality;
  - Environmental.

### 3.0 QUALITY ACCOUNTABILITIES

- 3.1 Compliance of construction works to the client contract documents, relevant industry standards and legislation to meet or exceed normal industry quality standards as instructed by Foreman / Operator
- 3.2 Accurately completing all your specific paperwork relevant to your role
- 3.3 Notify management immediately of any substandard issues identified so remedial action can be taken immediately
- 3.4 Positively promote the company in all aspects of your role including with suppliers

### 4.0 HEALTH AND SAFETY ACCOUNTABILITIES

- 4.1 Accurately reporting and recording of all accidents, incidents & near-miss in a timely manner (24hrs)
- 4.2 Promote and lead Health & Safety by example
- 4.3 Participation in the development and education of JSEA's (Job Safety and Environmental Analysis), Daily Pre-Start, Hazard ID, Toolbox
- 4.4 Advise Foreman and/or Contract Engineer of any notifiable events within the workplace as soon as reasonably practicable
- 4.5 Manage workplace safety to ensure your actions or inactions do not affect the safety of others.

## 5.0 ENVIRONMENTAL ACCOUNTABILITIES

- 5.1 Promoting and complying with the Connell company environmental policy
- 5.2 Ensure compliance to contract specifications &/or RMA standards (resource consents) for works being undertaken i.e. no sediment / contaminated water discharges into waterways
- 5.3 Advise your Foreman / Supervisor of any environmental incidents immediately and use available spill kits if required.
- 5.4 Minimise noise generation on site e.g. minimum traffic movements with plant and vehicles
- 5.5 Minimise site water usage as much as possible, recycle water where possible to avoid wastage
- 5.6 Manage material wastage onsite – re-use and recycle to minimise disposal where practical
- 5.7 Offsite Waste disposal:
  - Separate green waste to dispose at environmental landfill
  - Non-recyclable material to dump
  - Any contaminated waste to approved landfill e.g. asbestos material
- 5.8 Advise your Foreman / Supervisor of any plant and equipment or motor vehicles that are faulty / require repair to avoid any potential fuel/oil seepages into the environment.
- 5.9 Monitor the idling times of machinery in your use to minimise fuel usage and emissions.
- 5.10 Where possible use environmentally friendly products for site use e.g. cleaners

## 6.0 OTHER TASKS

- 6.1 Ensure all plant and equipment is maintained in excellent condition and notify Foreman or Systems Manager of any calibration, repairs required.
- 6.2 All vehicles and plant must be kept clean and tidy, servicing, registration and warrant up to date as per daily/weekly inspection sheet.

## 7.0 PERSONAL ATTRIBUTES

- 7.1 Be a self-starter
- 7.2 Keen to learn and contribute to the team
- 7.3 Willingness to learn from others, be approachable, support others and look to improve every day
- 7.4 Promotes the organisation in all aspects of their role, demonstrating professional skill & cooperation.
- 7.5 Able to work without supervision where required, understand the importance of high standards and assist the team in achieving a high conforming end-product

## 8.0 KEY RELATIONSHIPS

- 8.1 Internal
  - Contracts Supervisor
  - Foreman
  - Operator
  - General Hands
- 8.2 External
  - Suppliers
  - Contractors / Subcontractors

**9.0 LIMITATION OF AUTHORITY**

- 9.1 The nominated Company Director is the only person authorised to make an official statement and answer media questions in the event of an emergency / crisis
- 9.2 Never discuss any site information with client
- 9.3 Other limits of authority as per company Delegated Limits of Authority