**JOB DESCRIPTION**

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| **POSITION:** | Fleet Support |
| **REPORTS TO:** | Fleet Manager |
| **DIRECT REPORTS:** | Nil |
| **LOCATION:** | 310 No. 1 Rd, Te Puke 3182 |
| **FUNCTIONAL RELATIONSHIPS:** | • Fleet Manager• Camp Manager• Trevelyan’s staff• Contractors, suppliers, and guests |
| **PRIMARY OBJECTIVE:** | To support the efficient operation of Trevelyan’s vehicle fleet and onsite campground by assisting with the movement, cleaning, and maintenance of vehicles, while also ensuring the smooth, safe, and compliant operation of the Trevelyan’s onsite accommodation facilities. |

**KEY RESPONSIBILITIES:**

The below position description is an overview of your primary duties and responsibilities. You may be asked to perform other duties as reasonably requested. Your duties include, but are not limited to:

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| **Key Accountabilities:** | **Performance Objectives:** | **Performance Standards/Expected Outcomes:** |
| Fleet Support | To assist the Fleet Manager with vehicle movements, cleaning, and maintenance. | * Vehicles moved, dropped off, and collected as required.
* Vehicles cleaned and prepared when needed.
* Any vehicle issues reported promptly to the Fleet Manager.
* Support 5S housekeeping standards and assist with fleet-related orders.
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| Campground Operations | To assist the Camp Manager in managing and maintaining Trevelyan’s onsite campground. | * Guests supervised to ensure compliance with Trevelyan’s policies and procedures.
* Camp facilities (ablutions, kitchens, laundry, villas) maintained, repaired, clean, and safe.
* Stock levels monitored and ordered as needed.
* Weekly accommodation sheets updated accurately.
* Cleaning and laundry duties completed when required.
* Any issues reported promptly to the Camp Manager.
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| Health & Safety | To be accountable for your own health & safety and the safety of others who may be affected by their actions or behaviours.To ensure a healthy and safe workplace and compliance with Trevelyan’s H&S Policy and Procedures | * Commits to providing a safe working environment by understanding all hazards within your area and assists in ensuring these are controlled.
* Follows all training or instructions provided, using equipment or machinery correctly and safely.
* Co-operates with management & supervisors on all matters relating to health & safety
* Actively participates and engages in efforts to improve health & safety performance and standards
* Set a good example to others regarding safe working practices
* Reports accidents and injuries immediately and assist with the completion of the report form.
* Actively participates in safety training and identifies own training needs.
* Understands the company and departmental safety standards and procedures.
* Actively seeks out hazards, dangerous conditions, near misses and reports then to their supervisor
* Participates in driving improvements in the working area
* Correct use of personal protective equipment
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| Continuous Improvement | To maintain and improve the lean culture in your department by supporting lean systems and processes; and challenging the status quo. | * 5S – Workplace Arrangement and Housekeeping (audit and procedures)
* Total Productive Maintenance
* Attend stand-up improvement group meetings as required
* Attend daily team meetings
* Monitor KPIs and respond to abnormalities in a timely manner
* Regularly capturing any problems or opportunities you or your team may have through the P&O system
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| Sustainability | To display a strong personal and professional commitment to sustainability and willingness to actively contribute to the Company’s sustainability focus for sustainability – economically, socially and environmentally. | * Understanding of the importance of adopting sustainable practices to enhance how we work, how our people relate and how we improve our community and our environment
* Identifies opportunities to enhance sustainability within their work area and within the wider organisation.
* Actively engages and participates in company initiatives to improve sustainability performance
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| General | To perform the role with integrity and respect for others, and to represent Trevelyan’s in a positive way.  | * Compliance with all Company policies and procedures
* Any other reasonable duties as and when required by the employer
* In the course of the employee’s employment, the employee shall carry out all tasks diligently, responsibly and with regards to the best interests of the employer and grower
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**ROLE/PERSON SPECIFICATION:**

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| **PREREQUISITES:**(Education, qualifications, knowledge, experience) | * A full, clean driver’s licence is essential.
* Previous experience in fleet, facilities, or maintenance work is preferred.
* Tractor and large vehicle driving experience is required for this role.
* Confident with trailer towing.
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| **ABILITIES/SKILLS:** | * Strong organisational skills and attention to detail.
* Effective communication and relationship management skills.
* Ability to take initiative and work independently.
* Problem solving and practical “hands-on” approach.
* Basic computer skills, including Microsoft Excel and Word.
* Remains calm under pressure and adapts quickly to changing priorities.
* Commitment to health, safety, and sustainability practices.
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| **VALUES:** |  |