



## Position Description

<b>Position Title:</b>	<b>Supervisor</b>
<b>Reports to:</b>	<b>General Manager/Operations Manager</b>
<b>Location:</b>	<b>Marlborough</b>

### Role Purpose

The role of the Supervisor is to manage and oversee vineyard workers in the field and to ensure the continued efficient operation of the company. Supervisors will be required to carry out any other general tasks as required from Manager and/or Directors of Vinepower from time to time.

### Key Accountabilities

<b>Key Area of Accountability</b>	<b>Responsibilities/Results</b>	<b>Weighting</b>
People Management and Supervision	<ul style="list-style-type: none"> <li>• Day to day managing and supervision of vine yard workers out in the field</li> <li>• Completes appropriate induction and training of vineyard workers (such as pruning, young plant work, bud rubbing, wire lifting etc)</li> <li>• Settles any day to day employee disputes and refers on to Manager any major employee grievances</li> <li>• Directs vineyard workers to appropriate avenues, such as immigration, accommodation contacts etc where required</li> <li>• Drives workers to and from vineyards daily</li> </ul> <p><i>Key Results:</i></p> <ul style="list-style-type: none"> <li>• Positive feedback from vineyard workers</li> <li>• Vineyard work is completed to a standard where constant supervision is not required</li> <li>• Happy workers with no disputes</li> </ul>	25%

<p>Health and Safety Procedures</p>	<ul style="list-style-type: none"> <li>• Ensure that health and safety procedures are implemented and that a worker takes reasonable care for his or her own health and safety</li> </ul> <p>In particular, supervisors will:</p> <ul style="list-style-type: none"> <li>• Identify and report any new hazards to Health and Safety Advisor and assist with implementing controls in your workplace</li> <li>• Ensure all personal protective equipment (PPE) is allocated and used appropriately</li> <li>• Ensure employees are trained in how to complete their job safely</li> <li>• Promptly report any accident, incident or near miss to the Health and Safety Advisor/Management</li> <li>• Assist with accident/incident investigations to prevent recurrence</li> <li>• Encourage employee involvement by talking and listening to your workers when identifying hazards and risks</li> <li>• Act as the co-ordinator in the event of an emergency in the vineyard, or as required</li> <li>• Monitor the safety performance of any contractor or sub-contractor</li> </ul> <p><i>Key Results:</i></p> <ul style="list-style-type: none"> <li>• Hazards identified and notified</li> <li>• Employees and sub-contractors using personal protective equipment (PPE)</li> <li>• No injuries in the workplace</li> </ul>	<p>25%</p>
<p>Quality Control</p>	<ul style="list-style-type: none"> <li>• Determines vineyard work with supervisor before a job begins and that the job description is understood</li> <li>• Ensures all paper work is up to the appropriate quality standard – book work, Health and Safety etc</li> <li>• Ensures vineyard workers are working to the required minimum wage and investigates issues where this is not happening</li> </ul>	<p>25%</p>

	<ul style="list-style-type: none"> <li>• Where vineyard work is not up to quality standards completes work to ensure the right quality standard is appropriate, consults with management regarding this</li> <li>• Consults with Management regarding the termination of employment of vineyard workers if not making minimum rate following appropriate company procedures</li> </ul> <p><i>Key Results:</i></p> <ul style="list-style-type: none"> <li>• Clients are happy and company receives repeat business</li> <li>• Established quality standards are maintained</li> <li>• Vineyard workers are making minimum wage or more</li> </ul>	
General Administration and other Work	<ul style="list-style-type: none"> <li>• Ensures day to day attendance sheets, schedules, timesheets and drive sheets are accurate and up to date</li> <li>• Reports any maintenance and repairs that are required</li> <li>• Keeps company work vehicles clean and tidy</li> <li>• Conducts and reports weekly vehicle maintenance checks such as oil and water etc, on own van and workers vans</li> <li>• Advises Operations Manager if there is not enough equipment for a job</li> <li>• Carries out any other general duties as directed by Manager and/or directors of Vinepower such as painting, general vineyard work, gardening etc</li> </ul> <p><i>Key Results:</i></p> <ul style="list-style-type: none"> <li>• Office staff are comfortable and happy with completed paperwork</li> <li>• Completes general duties with no complaints and to required standards</li> <li>• Company vehicles are maintained to required standards and kept clean and tidy</li> </ul>	25%

## **Physical Demands**

Required to lift up to 20kgs or more

Required to walk distances of 20-30 metres carrying heavy loads

Required to work in cold/frosty situations

## **Essential Skills/Competencies/Experience/Qualifications**

- 1-3 years experience in the field
- Excellent interpersonal skills
- Good communication skills
- Good understanding of different cultures and backgrounds
- Good basic common sense
- A team player
- Well organised
- Confident in dealing with conflict – able to be honest and up front, confront the people involved and solve the problem promptly

## **Key Relationships:**

### **Internal**

- Company Directors
- General Manager, Operations Manager and Health and Safety Advisor
- Other Supervisors
- Vineyard workers
- Administration staff

### **External**

- Vinepower clients
- Applicants for positions
- External bodies such as Immigration Department