

Position Summary:		
Position Title	Aggregate Supply Yard Manager	
Position No.	PD003	
Function	Operations	
Location	Copenhagen	
Reports to	Civil Manager	
No. direct reports	0	
This PD was last reviewed by:	February 2024	
Purpose:		
To manage and maintain the Yard at Copenhagen, ensuring a high level of customer service for our internal and external customers, as well as recording of truck arrivals.		
Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> • Previous landscaping and yard management • Customer service • Operator Class 2 & 4 	X	X X
Qualifications		
<ul style="list-style-type: none"> • NCEA Level 2 • Truck, Forklift and WTR licenses 	X	X
Skills / Abilities		
<ul style="list-style-type: none"> • Good time management and organisational skills • Excellent interpersonal communication skills • Experience and ability to operate heavy machines • Good housekeeping skills 	X	X X X

Decision Making Authority & Mandatory Obligations	
Decision Making	<ul style="list-style-type: none"> • Act in accordance with any delegations for this role
Ethics & Compliance	<ul style="list-style-type: none"> • Acknowledge, understand, and comply with the Code of Conduct and comply with all Company Policies and Procedures
Operations	<ul style="list-style-type: none"> • Manage day to day operations at Soil & Building Copenhagen Supplies Yard • Maintain a neat and tidy yard at all times • Ensure proper handling of all materials and store it appropriately • Monitor inventory of yard supplies • Manage incoming phone calls • Develop product knowledge • Stay up to date with new products/ services • Maintain sales records • Secure premises at the end of the working day • Maintenance of all plant and machinery in the yard

Safety	<ul style="list-style-type: none"> • Comply with all national, legal and all other stakeholder’s regulation, procedures, and expectations. This includes Soil & Building Code of Conduct. • The employee must wear correct PPE / Uniform required for their job description • The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in SHE. 	
Values	<ul style="list-style-type: none"> • Lead by example and live the Soil & Building values. (refer to annexure 1) 	
Risk Management	<ul style="list-style-type: none"> • Promote the use of risk-based thinking and ensure risk management practices are utilised. 	
Leadership and Culture	<ul style="list-style-type: none"> • Through personal example, create and sustain a high performing, positive culture across Soil & Building that enables employees to achieve full individual potential through positive leadership. 	
Acknowledgement		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
Employee Name:	Signature:	Date: