

<b>Title</b>	<b>Yard Hand</b>
<b>Department</b>	<b>Operations (Access Division)</b>
<b>Reports To</b>	<b>Leading Hand</b>
<b>Direct Reports</b>	<b>Nil</b>

### Primary Role Purpose

Yard Hand will assist Yard Leading Hand in the smooth and efficient running of Caledonia yard

Yard Hand will operate forklifts, load and unload trucks, return and store stock/inventory

Yard Hand will pick and pack client orders in readiness for delivery to site

Assist in general housekeeping and maintenance of yard

### Key Accountabilities

- Ensure that all Caledonia and site PPE requirements are adhered to at all times
- Organize and collate scaffolding equipment
- Load and unload trucks
- Return stock to warehouse
- Scaffolding equipment -repairs and maintenance
- Maintain Caledonia yard in good condition
- Support Yard Leading Hand as directed
- Proactively practice EEO, OHS&W and IR policies, zero breaches to occur
- Demonstrate Team Member behaviour at all times
- Achievement of all KPI's

### Compliance

- Comply with all health, safety Quality and environment policies, procedures and directives
- Act and behave in accordance with Company values and behaviours
- Comply with all Company policies, processes, procedures and work instructions
- Work to ISO 9001 quality, ISO 45001, ISO 1400 health and safety and environmental certification, and management systems

### Other

- Participate in internal and external Audits as required

#### Caledonia SA Pty Ltd

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**Skills and Experience:**

- Demonstrated and proven scaffolding experience
- Scaffolding repairs and maintenance experience
- Inventory and warehouse experience
- Demonstrated and proven ability to load and unload trucks
- Demonstrated and proven ability to identify unsafe work practices-mitigate potential risks
- Excellent time management skills
- Sound organisational skills
- Effective verbal and listening communication skills
- Demonstrated ability to work within a team
- Basic computer skills
- Service Quality management skills

**Qualifications:**

- Nil

**Tickets/Licenses****Mandatory:**

- Construction Industry White Card
- Forklift license
- Current driver's license and reliable vehicle

**Desirable (Site-Specific)**

- High Risk Work License in Scaffolding – Basic (minimum level)
- National Police Clearance
- Truck or HR license

**Employee to sign**

I am familiar with the requirements of my role and agree to work according to the key accountabilities as outlined in this Position Description. I also understand that this is not an exhaustive list of all of my responsibilities and that these may naturally evolve and develop over time in line with changing business requirements. If my role changes substantially, I will be provided with a new Position Description.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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