

## Tasman Pine Forests Ltd Harvesting Supervisor



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| <b>POSITION TITLE:</b>         | <b>Harvesting Supervisor</b>   |
| <b>LOCATION:</b>               | Nelson Region  |
| <b>REPORTS TO:</b>             | Forest Production Manager  |
| <b>DIRECT REPORTS:</b>         | No Reports   |
| <b>OVERALL RESPONSIBILITY:</b> | Responsible for managing the performance of harvesting crews and ensuring that value recovery is at the optimal level and also that all contractors adhere to Health and Safety and Environmental legislation and policies, and operations are carried out according to financial budgets. |

|                              | <b>KEY ACCOUNTABILITIES</b>  |
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| <b>ASSIST</b>                | Assist Forest Production Manager, Infrastructure Supervisor, Harvest Planner and HSE Co-ordinator as required  |
| <b>HARVEST PLANNING</b>      | <p>Preparation of 5-year harvest plans in conjunction with the Forest Production Manager and Harvest Planner to determine the future harvesting resources required.</p> <p>Report to the Forest Production Manager including but not limited to forward position status, changes to the work program and harvest schedule.</p> <p>Ensure that planning, scheduling, administrative and reporting information is maintained according to the agreed standards and timetables.</p> |
| <b>CONTRACTOR MANAGEMENT</b> | Monitor performance of the contracting crews keeping the contractor informed of the results of monitoring. Checking and ensuring that the contractor performance meets the agreed standards. Provide weekly updates to the Forest Production Manager.  |
| <b>STAKEHOLDER LIAISON</b>   | <p>Liaise and build relationships with key community stakeholders including neighbours, iwi and forest users to foster long term relationships.</p> <p>Participation in stakeholder meetings, public engagements for education, consultation and to maintain positive relationships. Pro-actively identify opportunities to collaborate.</p>   |

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|   | <p>If required, gain an understanding of local iwi and protocol for when and how to engage them.</p>   |
| <p><b>HEALTH &amp; SAFETY RISK MANAGEMENT</b></p> | <p>Ensure that the health and safety management systems are developed and adhered to and that safety and protection is at the forefront of workers minds during harvesting planning and operations.</p> <p>Demonstrate visible safety leadership and build a safety culture across all workers including employees, contractors and the public. Initiate and support activities that build a strong safety culture. Get personally involved in challenging unsafe behaviours and practices at all levels. Proactively addresses safety issues.</p> <p>Take a lead role in undertaking risk assessments, auditing, conducting investigations for accidents/incidents, developing workplace procedures and tracking health and safety performance.</p> <p>Keep abreast of, and ensure compliance with, health and safety legislation including the regulations, forestry code of practices and leading safety practices.</p> <p>Assist the HSE Co-ordinator with health and safety risk management as required and to ensure information systems are maintained according to the agreed standards and timetables</p> |
| <p><b>ENVIRONMENTAL RISK MANAGEMENT</b></p>       | <p>Ensure that the environmental systems are adhered to and that the protection of the environment is considered in all aspects of the harvesting planning and operations.</p> <p>Ensures that risk assessments are undertaken, including auditing, conducting investigations, assist in developing workplace procedures and tracking environmental performance.</p> <p>Keep abreast and ensure compliance with leading environmental practices, legislation, planning and resource consents. Ensure compliance with the Resource Management Act and the National Environmental Standard for Plantation Forests</p> <p>Assist the HSE Coordinator with environmental risk management as required and ensure information systems are maintained according to the agreed standards and timetables</p>  |

## KNOWLEDGE, SKILLS

**Required:**

NZ Diploma in Forestry or equivalent  
A minimum of 5 years practical experience in the forest harvesting sector.  
Strong computer skills.  
Good communication skills  
A strong ethic towards health and safety and environmental compliance  
A good understanding of cable harvesting systems