



TE KĀHUI WHAKAMANA RUA TEKAU MĀ IWA - PIKE RIVER RECOVERY AGENCY

POSITION DESCRIPTION

**Position details**

Position Title	Part-time Drivers (Van and 4WD) – two positions, average 35 hours per fortnight
Location	Pike River Mine site
Date	July 2019

**MISSION/PURPOSE**

The Government has established the Pike River Recovery Agency, a stand-alone government department, to develop and implement a plan for safe manned re-entry and recovery of the Pike River Mine drift.

With the responsible Minister approving the recommended option for re-entry and recovery of the mine drift, the Agency's specific functions now are to:

- Implement the approved manned mine drift re-entry and recovery plan.
- As a mine operator maintain mine infrastructure, manage ongoing mine safety including while work on re-entry is undertaken; and
- Seal the mine and rehabilitate the site once work on re-entry is complete by meeting all relevant health and safety and electrical standards and then handing over the mine site to the Department of Conservation (DoC).

Current indications are that work in the drift will be completed, and the drift and mine site will be prepared for handover to the Department of Conservation by the end of 2019.

The drivers will report to the Task Manager/Engineering Assistant, based at the Pike River Mine site.

They will be available for work between 5.45am and 8pm (on a rotational basis with split hours), for up to on average 35 hours per fortnight, be available to work on a seven days a week roster, in a full variety of weather conditions. The roles provide transportation support to the mine staff on 12 hour shift work rosters (four days on / four days off).

**Performance Profile**

<b>Critical Success Factors</b>	
<i>Deliver high quality results to support the Pike River Recovery Agency's outcomes</i>	<p><b>Driving services as required</b></p> <ul style="list-style-type: none"> <li>• Drive Agency van and 4WD SUV vehicles as required/assigned around the mine site, between the mine site and Greymouth, and elsewhere</li> <li>• Transport Agency staff (and other passengers), goods and papers as required/assigned</li> <li>• Carry out, or assist with, the loading and unloading of vehicles and securing items while in transit</li> <li>• Carry out these duties in a safe, careful and professional manner</li> <li>• Comply with all relevant Agency processes, health and safety procedures and legal requirements (including speed limits)</li> <li>• Adhere to assigned routes and schedules (except where required to meet safety and legal requirements)</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and submit vehicle running sheets and other required reports, returns and documents/records accurately and thoroughly</li> <li>• Carry out vehicle inspections as required/assigned, record the results of such inspections, and report any issues requiring action or attention</li> <li>• Clean the exterior and interior of vehicles</li> <li>• Carry out refuelling and basic vehicle servicing/maintenance tasks</li> <li>• Carry out other assigned tasks as required</li> </ul>
<p><b>Safety and wellbeing</b></p> <p><i>Manages own personal health and safety, and take appropriate action to deal with workplace and vehicle hazards, accidents, incidents and near misses</i></p>	<ul style="list-style-type: none"> <li>• Manage own personal health and safety, and take appropriate action to deal with workplace/vehicle hazards, accidents and incidents.</li> <li>• Ensure own and others' safety at all times.</li> <li>• Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.</li> <li>• Report all incidents/accidents, including near misses, in a timely fashion.</li> </ul>

### Key Relationships

- Staff in Pike River Recovery Agency
- Pike River families including Pike River Family Reference Group (FRG)
- Contractors and consultants
- Suppliers

### Personal Profile

Essential requirements:

- A full New Zealand driver's licence (Class 1) with a clean driving record. A current P endorsement is highly desirable.
- Experience of driving passenger vans and/or 4WD SUVs on rough unsealed roads in winter weather conditions (including rain and snow)
- Experience of basic vehicle servicing and maintenance
- A good level of physical fitness and resilience including ability to lift and carry heavy items
- Must have the legal right to live and work in New Zealand.

The appointees to the position will need:

- To be available for work as required (to be specified/agreed) which will include early morning, night and weekend work, working a shift roster that is planned to average 35 hours per fortnight
- A positive, cooperative and flexible approach to their work
- Demonstrated reliability and commitment to doing a good, safe job
- The ability to work independently and exercise sound judgment and appropriate initiative
- The willingness and ability to work inside and outside (as required) in a full variety of weather conditions
- A careful and thorough approach to completing required reports, returns and inspections