

## Position Description

Vacancy Title: **Heavy Equipment Operator [Tonoas]**

Location: **Tonoas**

Reports To: **OIC (Power Plant and Coconut Industry Unit) (v 2.00)**

### Objective

The Heavy Equipment Operator is responsible to drive and operate heavy equipment in accordance with the Vital Group's operational requirements to effectively carry out daily operational duties. The role reports to the Construction Foreman.

### Outcomes

#### Organisational Stakeholders

##### 1. Effective Heavy Equipment Operations

- Heavy equipment operated effectively to support terminal operations and construction processes
- Equipment inspected thoroughly before commencing duties or taking over from another operator, with noticeable internal and external defects or damages reported immediately to the Foreman or Supervisor
- Approved inspection checklists utilized to ensure a comprehensive review of equipment functionality
- Supervisors notified promptly of any damages, operational difficulties, or unusual findings during equipment use
- In cases of oil leakage or engine related issues, equipment is stopped and kept stationary until further instructions are provided
- Equipment powered down during idle periods to conserve fuel and reduce operational costs

##### 2. Safe and Efficient Heavy Machine Operations

- All operational tasks completed safely, efficiently, and on time to meet production and construction deadlines
- Cargo or materials arranged and stacked securely to prevent collisions or damage to other items or equipment
- Strict adherence to site traffic arrangements and directions maintained at all times
- No materials moved, loaded, or unloaded without explicit instructions from a superior
- Loading, unloading, lifting, and handling of materials performed strictly as per the approved job order or instructions from superiors
- Tasks executed only after receiving an approved job order and direction from the designated supervisor
- Handover procedures at the end of shifts or during operational transitions completed at the designated site without causing disruptions to ongoing operations

##### 3. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organization for the benefit of the organization
- Monitor and encourage team members to uphold image and value standards
  - Vital Ethics
  - Statement of General Business Principles
  - Behavioral Governance
- Uphold and demonstrate the organization's image and values
- Assistance with the development of initiatives and training programs to business conduct expectations are understood by workforce and contractors

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.

Competence	Description
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

### Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
High School Diploma	Other related discipline	
<b>Preferred</b>		
License	Class A	

### Work Knowledge and Experience

- Familiarity with identifying and reporting equipment malfunctions or damages.
- Demonstrated knowledge of safety protocols and procedures, including hazard identification and emergency response.
- Experience in adhering to traffic and operational guidelines in industrial or construction sites.
- Experience in routine machine inspections and preventative maintenance.
- Minimum of 2-3 years of hands-on experience operating heavy machinery in a factory, construction, or industrial setting.
- Proven ability to handle cargo/material stacking, loading, and unloading safely and efficiently.

### Requirements

- Language Proficiency**
- Good command of written and spoken English
- Regulatory Compliance Requirements**
- Police Clearance
  - Health Clearance - Fit to work
  - Drug Test
  - Valid operator's license for heavy machinery such as forklifts, loaders, excavators, or cranes.
  - Safety certifications, such as OSHA (Occupational Safety and Health Administration) compliance training
  - Certification in machine maintenance or inspection is advantageous.
  - Class A Driver's License

### Other Required Requirements

- No other required items found.

### Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Production Team	
	Terminal Supervisor	
<b>External</b>		
	Relevant stakeholders	

### Attributes

- Behavioural Styles**
- Reliable
    - Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
  - Punctuality
    - Completes a required task or fulfills an obligation before or at a previously designated time
  - Detail oriented
    - Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Interpersonal Styles**
- Team Oriented
    - Enjoys being with others as part of a group or team.
  - Realistic
    - Shows concern for facts and reality, rejecting the impractical.
- Thinking Styles**
- Well organised
    - Controls tasks in a well thought out and critical manner.
  - Disciplined/Systematic
    - Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

## How To Apply

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## Contact for Enquiries

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Further Contact Information: --

**Closing Date:** 22 Jun 2025