

Position Description

Position	Winery Services Technician
Department	Operations – Winery Engineering Team
Reporting to	Winery Operations Manager
Location	Seaview Winery, Seddon, Marlborough
Date	August 2024

Position Purpose:

The role is responsible for supporting winery operations by ensuring the reliable, compliant function of the wastewater plant, domestic septic, potable water, cooling water and other ancillary services.

This role will also assist with the smooth running of the winery services, plant checks, maintenance, repairs, removal of wine lees and any other duties as required.

Key Relationships:

External	Internal
Contractors and service providers	Winery Engineering Team Winery Operations Manager & Team Senior Winemaker/Winery Manager Cellar Manager & Team

Key Accountabilities & Tasks:

Wastewater Operation

Supporting the winery with constant monitoring of the various levels influencing the effective running of the plant, including:

- Tank level control
- pH. monitoring and adjustment
- Nutrient monitoring and adjustment
- Winery and waste plant solids removal via Tractor
- Liaise with contractors
- Monitoring the discharge of the system to irrigation fields
- Respond to SMS alarms.

Winemaking Process

Develop and maintain a broad understanding of cellar practices to aid in the better running of the waste plant.

Supporting a successful harvest

When required, provide support to the Cellar and Winemaking teams with daily operations to meet business goals.

Maintenance

Taking initiative to support the wider Winery Engineering team by assisting with Potable Water, Cooling Towers, light engineering practices and other daily maintenance tasks as required.

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- Always abide to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are always adhered to.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Education

- No formal qualification is required.

Experience

Preferred

- Background knowledge of winery wastewater systems
- Light engineering
- Forklift Licence

Specific Skills & Attributes

- A basic knowledge of mechanical and engineering practices
- Practical, hands-on worker
- Computer basics

Core Competencies

Performance and Results focused

- Committed to achieving high standards of performance and quality for self and others
- Takes personal responsibility, does not blame others, manages own stress levels
- Seeks all relevant information for problem solving and decision making; consults appropriately, probes the facts and asks the right questions
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available.

Teamwork

- Works effectively with all work colleagues to accomplish team and organisational goals
- Influences people to work as a team, breaking down barriers to cooperation and generating team spirit
- Is a team player and leads by example

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee & Manager Acknowledgement:

Employee Signature

Date

Manager Signature

Date