

## Position Description

<b>Position Title:</b>	Leading Hand
<b>Business Group:</b>	Allstone Quarries Pty Ltd
<b>Department:</b>	Recycling and Mobile Crushing
<b>Reports to:</b>	Plant Manager
<b>Supervises:</b>	Plant Operator, Recycling Sorter or Labourer or Yard Hand
<b>Classification:</b>	Cement, Lime and Quarrying Award 2020

### Company Overview

ASQ Allstone Quarries is dedicated to supplying its customers with a diverse range of quality products, combined with outstanding service. Our quarry produces and supplies quality crushed rock and aggregate materials to Bendigo and the surrounding district. We maintain large stockpiles of our products and our sales team provides a fast and safe turnaround. We also offer a mobile crushing operation in addition to the fixed plant, which is located at Newbridge.

### Position summary

The Leading Hand is responsible for ensuring the safe, efficient and effective operation of plant processing and production activities, working under the guidance of the Plant Manager.

### Key Responsibilities

#### 1. Ensure compliance with ASQ Document Management System including Operational and Work Health and Safety (WHSE)

The Leading Hand is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Ensuring workers adhere to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System (creating SWMS, inductions, hazard reporting, take 5's, incident reporting, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
- Ensuring compliance with site EMP, FMP and Weed Management Plan
- Attending/preparing prestart meetings as required
- Attending/preparing toolbox talks as required
- Liaising with the WHSEQ & HR Manager where required

#### 2. Overseeing the daily operation of the plant

The Leading Hand is responsible for ensuring the safe, efficient and effective operation of the plant.

Responsibilities include, but are not limited to:

- Operational Supervision:
  - Asset management in OneHub (issuing purchase orders, prestarts, faults, fuel entries etc.)
  - Monitor and ensure adherence to operational, safety and environmental site requirements (within ASQ and external customer sites)
- Production and Maintenance Coordination:
  - Work with Plant Manager to achieve production targets and specifications.
  - Plan and coordinate maintenance in conjunction with the Plant Manager, Maintenance Scheduler, Processing Coordinator/ Site Supervisor/Manager and workers to reduce downtime

- Collaborate with workers to address machine production needs and maintenance requirements.
- **Product Quality and Reporting**
  - Monitor and manage product quality to meet required specifications
  - Report any quality discrepancies to the Plant Manager promptly
  - Complete and submit daily production reports accurately to the Plant Manager
  - Submit other weekly/monthly reports to the Plant Manager as required
- **Workplace and Team Management**
  - Maintain a clean and orderly work environment
  - Allocate and oversee the daily tasks of workers
  - Address and resolve day-to-day worker issues
  - Train, mentor and develop workers where required.
  - Assisting in the Plant Manager's responsibilities during their absence to ensure continuity of operations, including supporting production, maintenance, and team coordination.

### **Key Selection Criteria**

1. Experience in operating and maintaining mobile crushing plants/ mobile equipment
2. Experience leading a team and managing operations in a quarry, crushing, recycling plant or similar work environments.
3. Demonstrated leadership and people management skills with the ability to guide, motivate and develop a team.
4. Knowledge and experience in material processing.
5. Ability to work weekends and public holidays as required.

### **Education, Certification and Licences required:**

6. Level 2 in First Aid
7. Valid driver's licence (preferably manual)
8. Minimum competency in loader, excavator, skid steer and dump truck

### **Personal Skills required:**

9. Safety-conscious
10. Fit for work, according to the position
11. Strong leadership skills
12. High level of attention to detail
13. Excellent communication, interpersonal, time management and organizational skills
14. Strong work ethic
15. Highly motivated with a positive attitude
16. Demonstrated ability to contribute to a team in a professional and collaborative manner
17. Ability to work under pressure and meet deadlines/customer requirements
18. Sound literacy, numeracy and IT skills

### **Key contacts**

- Plant Manager
- Site Supervisor/ Manager
- Operations Manager
- Other ASQ Staff and Management

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*

**Crystalline Silica Information for Job Applicants**

*Workers engaged in what Work Safe Victoria deems High Risk Crystalline Silica Work are potentially exposed to Respirable Crystalline Silica Dust (RCSD).*

*Ongoing exposure to RCSD at levels above Safe Work Australia's Workplace Exposure Standard can lead to respiratory disease.*

*Controls have been established and implemented in alignment with the Victoria's OHS Regulation 98 Control of Risk to either eliminate or reduce the risk associated with exposure to RCSD as far as is reasonably practicable.*

*These controls are listed on our Crystalline Silica Hazard Control Statement.*

*Details of these controls, your, and our roles and responsibilities in ensuring they are effective and maintained will be communicated to applicants during the job interview.*

**Successful applicants shall:**

- *Be instructed in the application of our Crystalline Silica Hazard Control Statement;*
- *Be required to acknowledge and commit to the application of our Crystalline Silica Hazard Control Statement;*
- *Undertake a workplace induction on commencement of employment that explains these roles and responsibilities in more detail, and;*
- *Undertake RCSD Awareness and Control training on a routine basis.*

***Failure to comply with our Crystalline Silica Hazard Control Statement may result in immediate termination of employment.***

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