

Position Description

Position Title:	Quarry Foreman
Business Group:	Allstone Quarries Pty Ltd
Department:	Newbridge Quarry
Reports to:	Quarry Manager
Supervises:	Plant Operators
Classification:	Cement, Lime and Quarrying Award 2020 – Quarrying Industry- Grade 6

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.

Primary Purpose of the Position

The Quarry Foreman is responsible for ensuring safe and efficient day-to-day quarry operations including supervising site workers, overseeing equipment, monitoring site systems, and coordinating production and resources to meet targets. The Quarry Foreman is second-in-charge to the Quarry Manager.

Key Responsibilities

1. Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:

- Adhering to and ensuring that workers comply with all ASQ policies and procedures and government legislations.
- Ensure all operations comply with the company's environmental objectives.
- Assist with regular site inspections, audits, and risk assessments to ensure compliance with WHSE regulations.

2. Accountabilities:

Daily Operations:

- Asset management in relation to operations, maintenance and record-keeping in internal systems.
- Ensure a high level of customer service and that the correct and appropriate advice is given.
- Ensure the site runs according to standard operating procedures.
- Assist in the management of pit operations including stripping, drill, blast, load and haul and rehabilitation.
- Assist in the management of processing plant including crushing, screening, stock piling and sales loading.
- Assist with and coordinate quarry maintenance.
- Assist in the administration of audits as required by regulatory authorities.
- Responsible for general site maintenance and presentation.
- Achieve production targets set by the Quarry Manager.
- Ensure product quality to required specifications in accordance with the Quality Management Plan.

Management of site workers:

- Coordinate with the Quarry Manager on rostering, approving timesheets, overtime and leave request of workers where required.

- Recruiting and inducting new workers in consultation with the Quarry Manager.
- Responsible for inducting contractors as required.
- Managing daily tasks of workers.
- Managing performance and conduct issues in consultation with the Quarry Manager.
- Completing performance reviews and providing regular feedback to foster a high-performance culture.
- Training, developing and mentoring all workers as required.
- Assist in ordering uniforms and PPE gear as required.
- Relieving workers where required.

Others:

- Operate the weighbridge and perform associated tasks when required.
- Assist with concrete batching as required.
- Assist in the Quarry Manager's responsibilities during their absence to ensure the continuation of operations.
- Attend management meetings as required.
- Submitting monthly reports to the Quarry Manager.

3. Direction, management and autonomy

- Competent in at least five Quarry core competencies.
- Work outcomes will be monitored.
- Work under the general direction and close supervision of the Quarry Manager.
- Supervise other workers.
- Have the freedom to act within established guidelines.

Key Selection Criteria

1. Experience in quarry, crushing, construction or mining industries or similar environments.
2. Supervisory experience in a similar industry.
3. Experience in operating a fixed or mobile crushing plant.
4. Experience with point-of-sale systems (desirable).
5. Availability to work weekends and public holidays as required.

Education, Certification and Licenses required:

6. Cert IV Surface Extraction Operations (desirable or willing to obtain).
7. Level 2 in First Aid.
8. Minimum competency in loader, excavator, skid steer and dump truck (desirable).
9. Valid driver's license (preferably manual).

Personal skills/ attributed required:

10. Safety-conscious
11. Strong supervisory skills
12. Strong work ethic
13. Fit for work, according to the position
14. Highly motivated with a positive attitude
15. Demonstrated ability to work as part of a team in a professional and collaborative manner
16. Sound literacy, numeracy and IT skills
17. Strong attention to detail
18. Excellent interpersonal, communication, and conflict resolution skills

19. Excellent organisational, problem-solving, time management, and customer service skills
20. Ability to work under pressure and meet deadlines/customer requirements

Key contacts

- Quarry Manager
- Other Quarry Foreman's
- Laboratory Technician
- Weighbridge Operator
- Plant Managers
- Plant Operators
- Fleet and Maintenance Manager
- Suppliers
- Other ASQ management and workers

This role may involve working with Crystalline Silica, for more information read [WHSE MS 3 5H Crystalline Silica Information.pdf](#).

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.