

Position Description

Position Title:	Weighbridge Operator
Business Group:	Allstone Quarries Pty Ltd
Department:	Transport
Reports to:	Transport Manager
Classification:	Cement, Lime and Quarrying Award 2020 – Grade 3

Company Overview

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of three divisions: ASQ Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria. 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.

To support these services, we operate a modern, high-performance transport fleet of over 30 vehicles, including tandem trucks, semi tippers, B-doubles, and more. Our fleet is rigorously maintained to the highest standards, fully compliant with NHVR requirements, and equipped with GPS tracking and onboard cameras for enhanced safety and efficiency. Backed by a team of professional drivers, we are committed to delivering products safely, efficiently, and on time.

Primary Purpose of the Position

The Weighbridge Operator is responsible for the efficient and compliant operation of the weighbridge, including coordinating truck movements, processing dockets and payments, customer interactions and general administrative functions. The role also supports the scheduling of transport and subcontractor vehicles to help ensure products are delivered to customers on time.

Key Responsibilities

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

- Adhering to ASQ policies and procedures.
- Ensure all operations comply with the company's environmental objectives.
- Attending toolbox talks where required

2. Accountabilities:

Operation of the weighbridge:

- Administrative duties such as answering incoming calls, monitoring the Newbridge general email, greeting and authorising visitors to site and assisting with customer enquiries.
- Providing quotes and processing sales, liaising with the Account Managers as required
- Coordinating transport into and out of the site
- Liaising with drivers and directing them to the appropriate area of the site
- Advising loader operators of product loading requirements
- Operating the UHF to communicate with other quarry workers
- Processing outgoing and incoming vehicles

- Accurately recording truck tare weights and managing this according to State and Federal legislation
- Understanding and complying with Chain of Responsibility (CoR)
- Producing driver dockets
- The efficient use of UENS with cash and eftpos sales
- Effectively managing communication, documentation and all administration for the weighbridge
- Producing reports as required
- Adhoc administrative and general housekeeping tasks as required.

Scheduling of Transport drivers:

- Assist the Transport Manager with scheduling all ASQ transport and subcontractor drivers.
- Liaise with ASQ drivers and subcontractors to support the timely delivery of products.
- Assist the Transport Manager with approving timesheets against daily tipper sheets.
- Report performance issues to the Transport Manager for appropriate action.
- Assist the Transport Manager with completing incident reports as required.
- Use the UENS truck scheduling system efficiently and accurately.
- Maintain current knowledge of transport laws and regulations, including Chain of Responsibility (CoR), road access permits, Performance Based Standards (PBS), the National Heavy Vehicle Accreditation Scheme (NHVAS), and National Heavy Vehicle Law (NHVL) requirements.

3. Direction, management and autonomy

- Following direction from the Transport Manager and relevant management in the coordination of weighbridge and transport activities
- Performing administrative and operational duties with a degree of autonomy in day-to-day tasks, while escalating issues as required.
- Ensuring all work is completed accurately, efficiently and in line with organisational procedures and legislative requirements.
- Maintaining effective communication with Transport manager, site managers, drivers, and site workers to support smooth site operations.

Key Selection Criteria

1. Experience in a customer focused role
2. Previous background in the trucking, quarrying or transport industries
3. Experience with weighbridge systems (desirable)
4. High attention to detail and accuracy in data entry and documentation
5. Strong organisation skills with the ability to multitask, work under pressure and meet deadlines or customer requirements
6. Ability to work under direction while using initiative in day-to-day tasks
7. Knowledge of, or willingness to learn, transport operations and CoR requirements

Education, Certification and Licenses required:

8. Valid driver's license

Personal skills/ attributed required:

9. Safety-conscious
10. Strong work ethic
11. Fit for work, according to the position

12. Highly motivated with a positive attitude
13. Demonstrated ability to lead a team in a professional and collaborative manner
14. Ability to work unsupervised and autonomously
15. Sound literacy, numeracy and IT skills
16. Excellent written and verbal communication and interpersonal skills
17. Excellent organisational, problem-solving, time management, and customer service skills

Key contacts

- Transport Manager
- Transport Drivers
- Quarry Manager
- Site Managers
- Fleet and Maintenance Manager
- Account Managers
- Operations Manager
- Customers
- Suppliers
- Sub-contractors
- Other ASQ management and workers

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.