

Position Description

Position title: Quarry Foreman	
Business group: Allstone Quarries Pty Ltd	Department: Quarry
Reports to: Quarry Manager	Supervises: Plant Operators

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 Quarry Foreman is second in charge to the Quarry Manager thereby responsible for ensuring the safe and efficient operation of the Quarry; overseeing all operations, both on site and in the office, managing workers, coordinating production and monitoring all site systems.

This is a full time position.

Summary of key roles and responsibilities

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Management of site workers
- Overseeing the daily operation of the site

Required attributes

- Safety-conscious
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Strong leadership skills
- Exceptional customer service skills
- Strong work ethic
- Highly motivated with a positive attitude
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work under pressure and meet deadlines
- Sound literacy, numeracy and IT skills
- Strong attention to detail
- Ability to work weekends and public holidays as required

Required education and certifications

- Certificate IV Surface Extraction Operations
- Level 2 in First Aid
- Knowledge/experience in quarry, construction or mining industries
- Experience in loader, excavator, skid steer and dump truck (desirable)
- Completed a Nationally recognised 2-day Confined Space Entry course (desirable)
- Valid manual drivers licence

**Key contacts**

- Quarry Manager
- Weighbridge Operator
- Concrete Plant Manager
- Quarry workers
- Maintenance Scheduler
- Suppliers
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, 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, and as approved by the Directors.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The Quarry Foreman 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:

- Safety-conscious and adheres to the ASQ WHSE Management system
- Compliance with the ASQ WHSE Management System (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
- Correctly use and maintain PPE
- Prepare/attend prestart meetings
- Prepare/attend toolbox talks
- Attending WHSE Committee Meetings as required
- Liaise with the WHSEQ & HR Manager where required

2. Management of site workers

The Quarry Foreman is responsible for managing all quarry workers within their area.

Responsibilities include, but are not limited to:

- Managing site rostering in conjunction with the Quarry Manager where required
- Managing daily tasks of workers
- Managing/approving timesheets, overtime and leave requests as required
- Managing performance issues as required
- Completing performance reviews
- Training, developing and mentoring all workers as required
- Managing uniform and PPE gear as required
- Relieving workers where required

3. Overseeing the daily operation of the site

The Quarry Foreman is responsible for ensuring the safe and efficient operation of the Quarry.

Responsibilities include, but are not limited to:

- Asset management in OneHub (prestarts, faults, fuel entries etc.)
- Ensuring the daily operation of the site runs according to standard procedures/tasks (such as opening/closing of site, sales/purchases/transfers, weighbridge, customer deliveries/truck scheduler, cash reconciliation and banking etc.)
- Assist in planning and coordinating quarry extraction and production, in conjunction with the Quarry Manager
- Setting and monitoring production targets in conjunction with the Quarry Manager
- Ensuring stock levels are maintained and audited against Propeller
- Manage daily operations (pit/crushing/concrete plant) as directed by the Quarry Manager
- Monitoring and ensuring all work is conducted to quality, specification and within timeframes
- Managing product discrepancies, liaising with the Quarry Manager where required
- Assist in the drill and blast operations on site as instructed by the Quarry Manager and as per the Blast Management Plan
- Maintain a clean and orderly workplace
- Attend Management Meetings as required
- Submitting monthly reports to Quarry Manager