

Position Description

Position Title	Quarry and Crusher Operator		
Department	Infrastructure	Position Number	Q3
Grade	Grade 3	Location	Quarry
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Quarry Overseer	Industrial Instrument	Local Government (State) Award 2020
Date Revised	20/06/2022	Version Number	1
Direct Responsibilities	Gravel Production, Mining and Commercial Operations		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The position exists to support Council's gravel production, mining and commercial operations, optimising potential revenue through the application of effective production techniques to supply sources, the crusher and associated production line and stock piling.

This position participates in the operation of the Mt Magometon Quarry. This includes assisting Quarry operations to meet demand and stockpile production to ensure internal and external clients receive customer service and Council's objectives are met.

Position Benefits

- Adverse Working Conditions Allowance (Level 1).
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Quarry and Crusher Operations

- Carry out the day-to-day operation of various vehicles, plant and equipment in a variety of work situations within quarry operations.
- Operate vehicles such as excavator, front end loader, trucks (LR,MR,HR), forklift, water cart, bobcat and other light to medium equipment.
- Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre replacement, fluid levels, cleaning lubrication and greasing, and advising repair and maintenance needs to the workshop.
- Operation and maintenance of quarry and crusher equipment.
- Excavate, back fill, level and move earth and other materials.
- Operation of weighbridge and accurate recording of materials sold.
- Operation of the quarry's quality assurance system, safety management and environmental systems to ensure compliance with EPA, Mines Dept and Work, Health and Safety legislation and regulations and ISO Standards 14001, 9001 and AS4801.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Infrastructure Department	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years).
- Certificate II in Surface Extraction, Civil Construction or other relevant qualification.
- Knowledge of Quarry and Crusher operations and maintenance, with the ability to learn and develop knowledge on the job.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Excavator (LE) and/or Dump Truck (Moxy).
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card
- Confined Spaces Certificate.

Desirable Requirements

- Plant Licenses or Verification of Competency (VOC): Forklift (LF), Dogging (DG), Non-slewing Crane (CN or CV)
- Demonstrated competence in welding.
- Basic weighbridge and computer skills.
- Completion of relevant training courses and certificates.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of quarry and crusher operations and maintenance, with the ability to apply this knowledge, and to learn and develop knowledge on the job.
- Certificate II in Surface Extraction Civil Construction or other relevant qualification.
- Plant Licenses or Verification of Competency (VOC) in any of the following: Front End Loader (LL), Excavator (LE) and/or Dump Truck (Moxy).
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, and consistently delivers high quality work with minimal supervision.
- Makes the most of opportunities to learn and apply new skills and adapts quickly to changed priorities and work environment.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	