

## Position Description

<b>Position title:</b> Plant Manager	
<b>Business group:</b> Allstone Quarries Pty Ltd	<b>Department:</b> Recycling and Mobile Crushing
<b>Reports to:</b> Operations Manager	<b>Supervises:</b> Plant Operator, Picker, Yard Hand

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:

Reporting to the Operations Manager, the Plant Manager is responsible for managing the safe, efficient and effective operation of all plant processing and production.

This is a full-time position.

### Summary of key roles and responsibilities

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

### Required attributes

- Safety-conscious
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Strong leadership 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/customer requirements
- Sound literacy, numeracy and IT skills
- Strong attention to detail
- Ability to work weekends and public holidays as required

### Required experience, education and certifications

- Minimum 2 years' experience in operating and maintaining Mobile Crushing Plant
- More than 3 years' experience in leading a team, overseeing a quarry, crushing/ recycling plant or similar work environments.
- Demonstrated leadership and people management experience, with the ability to guide, motivate and develop a team.
- Certificate IV Surface Extraction Operations
- Level 2 in First Aid
- Experience in operating earthmoving machinery
- Minimum competency in loader, excavator, skid steer and dump truck
- Completed a Nationally recognised 2-day Confined Space Entry course
- Knowledge/experience in material processing
- Valid driving licence (preferably manual)
- Demonstrated leadership and people management experience, with the ability to guide, motivate and develop a team.
- Knowledge and experience in material processing.

### Key contacts

- Processing Coordinator  
Allstone Quarries Pty Ltd

Plant Manager



- Site Supervisor/Manager
- Operations Manager
- 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 Plant Manager 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 (inductions, hazard reporting, take 5's, incident reporting, SWMS, 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 Plant Manager is responsible for overseeing the safe, efficient and effective operation of the plant.

Responsibilities include, but are not limited to:

- Asset management in OneHub (prestarts, faults, fuel entries etc.)
- Managing and adhering to all operational, safety and environmental site requirements (within ASQ and external customer sites)
- Liaise with workers regarding required machine production and maintenance
- Plan and coordinate maintenance in conjunction with the Maintenance Scheduler, Processing Coordinator/ Site Supervisor/Manager and workers to reduce downtime
- Ensure production targets and specification are met as instructed by the Processing Coordinator/ Site Supervisor/Manager
- Managing product quality and discrepancies, liaising with Processing Coordinator/ Site Supervisor/Manager where required
- Ensuring all relevant daily production reporting is submitted to the Processing Coordinator/ Site Supervisor/Manager
- Maintaining a clean and orderly workplace
- Managing daily tasks of workers
- Training, developing and mentoring workers where required
- Ensure all timesheets are approved and submitted to Payroll in a timely manner
- Managing uniform and PPE gear