

## Position Description

<b>Position title:</b>	Site Supervisor		
<b>Business group:</b>	Allstone Quarries	<b>Department:</b>	Premix Concrete
<b>Reports to:</b>	Premix Plant Manager	<b>Supervises:</b>	Loader Driver, Truck Drivers

***ASQ Premix Concrete supplies a range of concrete mixes to suit all commercial, industrial, and domestic projects made to Australian standards. We offer a broad product range of products for the small domestic jobs right through to large commercial projects, which are serviced by our concrete plants located in Bendigo, Newbridge, and Castlemaine.***

### **Position summary:**

The Site Supervisor oversees all workers at the Premix plant, successful operation of the Concrete Batching system and ensuring the site operates safely and efficiently. The Site Supervisor is accountable for delivering top-quality premix products that exceed customer satisfaction, managing customer orders, and allocating trucks. Responsibilities also include managing product stock levels, controlling purchases within budget constraints, and maintaining the highest standards in the presentation of the yard and equipment. Additionally, the Site Supervisor is involved in forklift and loader operations.

### **Summary of key roles and responsibilities:**

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Management of site workers
- Daily operation of the site
  - Daily Product moisture testing
  - Operations of U-Batch computer system
- Management of daily orders and scheduling jobs
- Ordering raw material stock
- Organizing maintenance when required

### **Required attributes:**

- Safety-conscious
- Fit for work, according to the position
- Excellent communication and interpersonal skills
- Excellent time management and organisational 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/customer requirements
- Sound literacy, numeracy, and IT skills
- High attention to detail
- Ability to work Saturdays and public holidays as required
- Good multi-tasking skills

### **Required experience, education, and certifications:**

- Knowledge of Chain of Responsibility
- Concrete industry knowledge or experience
- Demonstrated supervisory experience in similar role is preferable.
- Loader license
- Forklift license
- HR truck license
- Valid car license
- First Aid Certificate

**Key contacts:**

- Premix Manager
- Sales Manager
- IT Manager
- Accounts Manager
- Product Suppliers
- Site staff or workers

**Details of key roles and responsibilities****1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)**

The Site Supervisor 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 (Site Inductions, Hazard Reporting, Take 5s, Incident reporting, Risk assessments, SWPs, Participate in training etc.)
- Preparing/attending toolbox talks where required
- Attending and coordinating toolbox meetings when required
- Liaising with the HR Manager and Safety Consultant where required
- Liaising with Premix manager and Sales Manager when required

**2. Management of site workers**

The Site Supervisor is responsible for managing all workers at the Premix site.

Responsibilities include, but are not limited to:

- Managing site rostering, ensuring skills and cost efficiency are considered
- Managing performance issues
- Liaising with Premix manager in performance reviews
- Training, developing, and mentoring all workers as required
- Managing uniform and PPE gear as required
- Regularly engaging in communication and meetings with workers
- Relieving workers where required

**3. Overseeing the daily operation of the site**

The Site Supervisor is responsible for overseeing the safe, efficient, and effective operation of the site.

Responsibilities include, but are not limited to:

- Ensuring the daily operation of the site runs according to ASQ WHSE Management system following procedures/tasks (such as Opening/Closing of site, Prestart plant and equipment, Sales/Purchases, Stock entering Customer deliveries/truck scheduler, cash reconciliation and banking etc.)
- Phone answering and ordering
- Use of U-Batch system
- Use of company emails
- Completion of all necessary paperwork when applicable
- Ensuring workers provide a high level of customer service
- Ensuring products are maintained to a high standard and in optimal conditions
- Ensuring workers maintain a clean and orderly workplace
- Relief loader and truck driving when required
- Use of forklift when required
- Fault reporting of plant and equipment
- Assisting in maintenance of plant and equipment

- Administration of ASQ One Hub systems, including order numbers and invoice approval

#### **4. Operations of the concrete plant**

The Site Supervisor is responsible for ensuring the smooth operations of the concrete plant.

Responsibilities include, but are not limited to:

- Maintaining inventory including both internal and external stocks
- Scheduling of concrete agitator trucks
- Assist in plant maintenance and repairs including mobile plant, equipment
- Ensure documentation is completed and sent to the manager daily
- Ensure yard is kept to the highest standards in cleanliness
- Ensure product stocktake is accounted for
- Other adhoc concrete batching duties as and when required

#### **5. Loader/Forklift Operations of the concrete plant**

- Drive the wheel loader to ensure customer deadlines are met
- Use of loader to push up and maintain incoming stocks and stockpiles
- Loading of truck and trailers when required
- Unloading and loading of pallets into freight trucks
- Relief driver for concrete agitator trucks as required

*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.*