

Position Description.

Position Title:	Site Supervisor
Business Group:	Allstone Quarries Pty Ltd
Reports to:	Premix Manager
Supervises:	Concrete Batchers & Concrete Agitator Truck Drivers
Department:	Premix Concrete
Classification:	Premixed Concrete Award 2020 [MA000057]

Company Overview

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 and maintaining the highest standards in the presentation of the yard and equipment. Additionally, the Site Supervisor is involved in forklift and loader operations.

Key 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
- 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
- Operational training and staff induction
- 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 driver for concrete agitator truck drivers, loader, and forklift when required
- Fault reporting of plant and equipment
- Raising/ approving purchase orders
- Operate loader to manage stockpiles, load/unload trucks, and handle pallets.

4. Operations of the concrete plant / Batching

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 truck drivers are getting brakes as required.
- Excellent phone manner when taking customer calls and orders
- Complete daily moisture sampling and equipment prestart
- Ensures clear instruction to loader driver about incoming product for days operation.
- Maintaining product moisture for concrete batching.
- Docket and information entering onto u-batch system
- Ensure yard is kept to the highest standards in cleanliness
- Ensure product stock take is accounted for
- Other adhoc concrete batching duties as and when required
- Notify appropriate suppliers of materials to ensure operations run smoothly

Key Selection Criteria

1. Concrete industry knowledge or experience
2. Demonstrated experience in batching concrete and supervising teams in a similar role.
3. Safety-conscious and strong work ethic
4. Knowledge of Chain of Responsibility
5. Ability to work Saturdays and public holidays as required.
6. Exceptional customer service and multi-tasking skills

Education, Certification and Licenses required/ desirable:

1. Valid car license
2. First Aid Certificate
3. Loader license (desirable, not essential)
4. Forklift license (desirable, not essential)
5. HR truck license (desirable, not essential)

Personal skills/attributes required:

- Fit for work, according to the position
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- 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

Key contacts:

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