



Position Description

Position title: Concrete Batcher	
Business group: ASQ Allstone Quarries	Department: ASQ Premix Concrete
Reports to: Premix Plant Manager	Supervises: Concrete Agitator Truck Drivers

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

Position summary

The Concrete Batcher is responsible for ensuring the successful operation of the Concrete Batching system. ensuring the highest quality premix mix concrete delivered to meet our customer's needs. Other tasks involved may be but not limited to are loader driving and forklift operation and where needed relief truck driving. This position may be full time, part time or casual.

Summary of key roles and responsibilities

- Ensure compliance with ASQ Workplace Health safety and Environment (WHSE) Management System
- Exceptional Customer service
- Maintain presentation of concrete agitator truck and ancillary equipment
- Batch concrete to specific mix designs via our u-batch computer system
- Allocation of trucks and deliveries, ensuring customers delivery requirements are met
- Essential day to day administration
- Front end loader & Forklift operation
- Management of raw material stock levels
- Perform general plant maintenance.
- General labouring & yard duties

Required skills and abilities

- Good understanding of chain of responsibility legislation
- Excellent communication
- Positive and confident customer interaction
- Honesty and Integrity
- Confident computer skills
- The ability to think fast and multi-task
- Strong work ethic

Required education and certifications

- Experience preferred but not required of driving an agitator truck
- Heavy Rigid or Heavy Combination License
- Loader and forklift license
- First Aid Training would be advantageous

Key contacts

- Premix Plant Manager
- Account Manager
- Concrete Agitator Truck Driver

- Concrete sub-contractors
- Customers
- Other ASQ Staff and Management

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 ASQ (WHSE) Management System

- The Concrete Plant batcher is responsible for complying with all ASQ policies and procedures

2. Operations of the concrete plant

The Concrete batcher is responsible for ensuring the smooth operations of the concrete plant

- Maintaining inventory including both internal and external stocks
- Notify appropriate suppliers of materials to ensure operations run smoothly
- 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 breaks as required
- Excellent phone manner when taking customer calls and orders
- Complete daily moisture sampling and cooking and equipment prestart
- Ensure yard is kept to the highest standards in cleanliness.
- Ensures clear instruction to loader driver about incoming product for days operation
- Ensure product stocktake is accounted for
- Docket and information entering onto u-batch system
- Maintaining product moisture for concrete batching

3. Loader/Forklift Operations of the concrete plant

- The batcher may need to drive the wheel loader to ensure customer deadlines are met
- Ensure safe operation of wheel loader
- Use of loader to push up and maintain incoming stocks and stockpiles
- Loading of concrete plant weigh hoppers
- Loading of truck and trailers when required
- Unloading and loading of pallets into freight trucks