

# Position Description

<b>Position Title</b>	<b>Production Controller</b>		
<b>Department</b>	Infrastructure	<b>Position Number</b>	Q2
<b>Grade</b>	Grade 5	<b>Location</b>	Quarry
<b>Status</b>	Permanent Full Time	<b>Hours</b>	38hrs week / 76hrs per fortnight
<b>Reports To</b>	Quarry Manager	<b>Industrial Instrument</b>	Local Government (State) Award 2023
<b>Date Revised</b>	17/04/2024	<b>Version Number</b>	3
<b>Direct Responsibilities</b>	Quarry 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**

This position exists to support the management and operation of Council's commercial quarry. This is achieved through optimising potential revenue, the application of effective production techniques to supply resources, optimizing use of the fixed crusher, the associated production line, and efficient stock piling.

This is achieved through assisting Quarry operators to meet demand and to ensure internal and external clients receive excellent customer service. The role supports the safe and efficient operation of the Quarry.

## **Position Benefits**

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- 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.

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## Key Responsibilities

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### *Production Operations*

- Carry out production and maintenance work as directed by the Statutory Quarry Manager, as well as contribute to the day-to-day operations 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), weighbridge and crushing equipment.
- Prepare works and maintenance schedules, quotations and expenditure to date reports in consultation with their supervisor and suggest strategies that might be employed to achieve improvements.
- Control production through the Crusher and monitor stockpiling activity to meet demand.
- Ensure crusher, plant and machinery maintenance is carried out to a set schedule or other requirement.
- Operation of the quarry's quality assurance system, safety management and environmental systems to ensure compliance with EPA, NSW Resources Regulator, Health and Safety legislation and regulations and ISO Standards 14001, 9001 and AS4801.
- Assist the Statutory Quarry Manager as required in the direction of staff and/or coordination of the quarry operations.
- Fill the statutory role of Relief "Quarry Manager" as required in the absence of the Statutory Quarry Manager.
- Contributes to the implementation and adherence to the various principal hazard Management Plans and compliance with the requirements of the NSW Resources Regulator

### *Records and Finance*

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

### *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*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

### *General*

- Prepare information and compile reports as requested.
- 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

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## **Key Internal Relationships**

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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**

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

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- 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 III in Extractive Industries or other relevant qualification.
- Knowledge of Quarrying, Screening and Crushing Operations with the ability to apply this knowledge.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Plant Licenses or Verification of Competency (VOC): Front end loader (LL), Excavator (LE), Vehicle Loading Crane (CV/Hiab) and Dogging (DG).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card

### *Desirable Requirements*

- Hold or ability to obtain Practising Certificate for Quarry Managers (Tier 2).
- Certificate III in Engineering, Mechanical trade, Fitting/Machining trade.
- Class HR Driver's Licence.
- Certificate IV in Extractive Industries or other relevant certificate.
- Local Government experience.

## Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher
- Demonstrated experience in a similar role (2+ years)
- Certificate III in Extractive Industries or other relevant qualification
- Class P, P2 or C Drivers Licence (unrestricted)
- WH&S Construction Induction (White) Card
- Knowledge of Quarrying, Screening and Crusher Operations preferably applicable to the local government context, with the ability to apply this knowledge.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- 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.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	