Position Description

CORPORATE INFORMATION

Position title	Senior Supervisor Quarry Operations		
Directorate	Infrastructure Services	**Branch/Section/Unit**	Operations Roads and Quarries Branch/Quarry Operations Section
Position number	1850	**Level**	6
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Coordinator Quarry Operations		
Direct reports	Supervisor Quarry Operations		
Indirect Reports	Up to 10 people		

SCOPE OF POSITION

Position Summary

The Senior Supervisor Quarry Operations is a senior operational and safety leadership position responsible for coordinating, supervising and continually improving quarry operations across multiple Council quarry sites. The position provides high-level operational leadership to ensure quarry extraction, processing, stockpiling, loading, maintenance coordination, mobile plant operations and material production are planned and undertaken safely, efficiently and in accordance with the Mining and Quarrying Safety and Health Act 1999 (Qld), Mining and Quarrying Safety and Health Regulation 2017 (Qld), Council's Safety and Health Management System (SHMS), site procedures, environmental requirements and approved operational plans.

The position provides a senior supervisory layer between the Coordinator Quarry Operations / Site Senior Executive (SSE) and individual quarry supervisors and operational crews. It is responsible for ensuring supervisory arrangements remain effective when multiple quarry operations operate concurrently, that competent persons are available to supervise each operation, and that production requirements never override the requirement to maintain risk at an acceptable level.

The position will also provide a structured development pathway towards appointment as a Site Senior Executive, including acquisition and maintenance of the competencies and experience required for an applicable SSE notice and practising certificate. The position is not, by itself, an appointment as an SSE. Any statutory SSE appointment must be made by the operator in accordance with the Act and notified as required.

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Through continual improvement strategies this position will provide to the quarry operations team, efficiency and production targets will be ensured. This position will supplement the quarry operations coordinator to ensure adequate and appropriate materials production for the business.

In addition this role will assist work crews whilst performing a wide range of laboring, plant operation and truck driving through supervision and mentoring. This will ensure operational efficiencies are recognized and achieved.

Key Responsibilities of the Role

- Provide senior operational leadership and supervision across multiple Council quarry operations.
- Coordinate daily extraction, crushing, screening, stockpiling, loading and dispatch activities.
- Ensure work is planned and undertaken so risk to workers, contractors, visitors and other persons affected by quarry operations remains at an acceptable level.
- Support the Coordinator Quarry Operations and SSE with operational planning, production forecasting, resource allocation and risk-based decision making.
- Maintain effective supervisory coverage across all operating quarries and ensure a competent person is available to supervise each active work area.
- Implement and monitor the Council SHMS, standard work instructions, procedures, TARPs, critical controls and operational controls relevant to quarry activities.
- Lead workplace inspections, pre-start assurance, critical-control verification and follow-up of hazards, defects and corrective actions.
- Stop or suspend work where an unacceptable level of risk exists and ensure work only recommences when controls have been implemented and verified.
- Coordinate responses to incidents, high-potential incidents, emergencies, severe weather, plant failures and other operational disruptions.
- Ensure incidents, plant damage, hazards and near misses are promptly communicated and recorded.
- Coordinate plant availability and maintenance priorities so plant is not operated when unfit for use.
- Lead and mentor Quarry Supervisors, Leading Hands and operators.
- Assess operational competency requirements and identify training, refresher training and VOC/competency assessment needs.
- Participate in risk assessments, ICAM or equivalent investigations, management reviews and continual improvement.
- Coordinate contractors and service providers so their work is integrated with the quarry SHMS.

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- Monitor production against approved operational plans without compromising safety, environmental or maintenance requirements.
- Support quarry material supply planning, stockpile management, transport coordination and regional logistics.
- Maintain accurate operational, safety, training, inspection and production records.
- Participate in audits, RSHQ inspections and corrective-action processes.
- Provide SSE leave/absence coverage only where formally appointed and competent to perform the duties.
- Maintain professional working relationships with quarry staff, Roads and Drainage, Logistics/Transport, contractors, regulators and the community.
- Manage quarry production inventory levels to ensure production needs are met while minimizing excess waste product.
- Collaborate with quarry team to ensure materials are made to correct specifications

Mandatory Licence/Competency (Ticket) Requirements

- Queensland Driver Licence Class Heavy-Combination (HC) or above that is current and maintained.
- RIIMP0320F Conduct Civil Construction Excavator Operations
- RIIMPO321B – Conduct Civil Construction Wheeled front end loader Operations
- RIIMPO337D Conduct articulated haul truck operations
- Construction Industry White/Blue Card
- Current RIIRIS301E / S1, RIIWHS301E / S2 and RIICOM301E / S3 where the position is appointed as a supervisor and the recognised statutory competency applies.
- RIIRIS402E / G2 as a Council position requirement.
- Current first aid / CPR competency appropriate to site emergency arrangements.
- Current applicable SSE notice and practising certificate when appointed to the statutory SSE role and where required by section 49 and Board of Examiners requirements.
- Where blasting is undertaken and the position performs or directly controls activities requiring the competency, the applicable recognised shot-firer / drilling and blasting competency requirements must be met.

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated ability to effectively motivate and coordinate a team to complete daily jobs within a work environment of high complexity. (BSBWOR502)

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- Demonstrated ability to manage time, set priorities and plan works in an environment of changing priorities and competing demands. (BSBWOR404)
- Thorough knowledge of workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment. (BSBWHS401/RIIRIS301D)
- Senior supervisory experience in quarrying, extractive industries, civil construction, mining or a comparable high-risk operational environment.
- Working knowledge of the Mining and Quarrying Safety and Health Act 1999 (Qld) and Mining and Quarrying Safety and Health Regulation 2017 (Qld).
- Ability to implement and monitor an SHMS and translate risk controls into field-level work practices.
- Ability to identify hazards, assess risk, implement critical controls, verify control effectiveness and stop work where risk is unacceptable.
- Incident investigation and corrective-action capability.
- Ability to lead multiple crews and coordinate competing priorities without compromising safety.
- Strong knowledge of quarry extraction, crushing/screening, mobile plant, haul roads, stockpiles, material handling and maintenance coordination.
- Knowledge of plant isolation, stored energy, traffic management, guarding, access/egress and maintenance controls.
- Ability to plan workforce, plant, communications and emergency resources.
- Strong written and verbal communication and ability to issue clear directions.
- Ability to mentor supervisors and operators and maintain a positive safety culture.
- Ability to interpret production, maintenance and safety information and make evidence-based decisions.
- Ability to work within Council systems, contractor-management processes and records requirements.

Desirable Knowledge/Skills/Qualifications Criteria

- Current SSE practicing certificate
- Quarry operations, and quarry plant operations
- Understanding and knowledge of the following
    - Mining and Quarrying Safety Health Regulation 2017
    - Mining and Quarrying Safety and Health Act 1999
- A sound understanding and general interest in Local Government Operations.

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Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.
- Regular local travel between multiple quarry operations.
- Participation in regulator inspections, audits, investigations and meetings when required.
- Maintenance of statutory and operational competencies relevant to the position

Authority and Decision-Making

Within the Council management structure and SHMS, the Senior Quarry Supervisor is authorised to direct work, allocate resources, require controls to be implemented, suspend operations, isolate work areas, require plant to be removed from service, escalate non-compliance and stop work where risk is unacceptable. Production targets do not override safety and health obligations.
The position must escalate matters outside delegated authority to the Coordinator Quarry Operations and/or SSE. The position must not make a statutory SSE appointment, represent itself as the SSE, or assume statutory SSE obligations unless formally appointed under the Act and supported by the required competencies, notice and practising-certificate arrangements.

Performance Expectations / Key Outcomes

- All quarry operations under the position's oversight have effective competent supervision.
- Critical controls are identified, implemented, verified and monitored.
- Unsafe work is stopped until risk is reduced to an acceptable level.
- Production is planned around safe capacity, available competent personnel, plant condition, weather and operational risk.
- Incidents and plant damage are promptly reported, investigated and closed out.
- Workers are trained, assessed and supported to remain competent.

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- Contractors are integrated into the SHMS and adequately supervised.
- Multiple quarry operations are coordinated through a documented daily/weekly operational plan.
- Quarry plant is maintained and operated within safe condition and design limits.
- The position maintains a clear succession pathway towards SSE appointment.

Position Obligations

Obligation	Required outcome
Risk management	Identify hazards, analyse risk, implement controls in the required hierarchy, monitor risk and verify critical controls.
Unacceptable risk	Stop, isolate, evacuate or otherwise control work when risk is unacceptable; escalate and only restart when risk is acceptable.
Supervision	Provide active, competent supervision proportionate to risk, including direct communication at appropriate intervals.
Worker competency	Ensure workers are trained, assessed and competent for assigned tasks.
Plant safety	Ensure plant is inspected, maintained, operated within design limits and removed from service when unfit.
Isolation	Ensure isolation, lock-out/tag-out, zero-potential testing and return-to-service requirements are followed.
Incident reporting	Promptly report and record incidents, high-potential incidents, plant damage, hazards and other required matters.
Contractors	Ensure contractors understand relevant SHMS requirements and their work is integrated with quarry controls.
Emergency management	Maintain readiness, resources, communications, evacuation arrangements and response capability.
Fitness and fatigue	Monitor fitness-for-work, fatigue, heat and other factors affecting critical-task performance.
Records	Ensure required inspections, risk assessments, training, competency, maintenance and operational records are completed.

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Regulatory engagement	Support SSE/RSHQ inspections, audits, investigations, notices and corrective actions.
Leadership	Lead by example, communicate safety-critical information accurately and support stopping unsafe work.
Production	Deliver production requirements only within the constraints of the SHMS, approved operating conditions and acceptable risk.
Multi-site coordination	Ensure each operating quarry has appropriate supervision, resources, communications and emergency arrangements before work proceeds.

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ORGANISATIONAL INFORMATION

Safety

The Senior Quarry Supervisor must demonstrate visible safety leadership, integrity, accountability and professional conduct. The position is expected to model the Council standard that if work is not right or risk is not acceptable, the work is stopped, the hazard is controlled and the issue is escalated. Safety-critical information must be communicated promptly and accurately. The position must not withhold, distort or selectively communicate information that others need to manage risk.

The position must comply with Council policies, procedures, Code of Conduct, records-management requirements and all applicable Queensland legislation.

Behaviours
Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility
Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Code of Conduct

As per the Employee Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

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Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		**Position**	
Signature		**Date**	

Accepted by

Name			
Signature		**Date**	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.

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