

## **SEELANDER QUARRIES PTY LTD**

### **QUARRY MANAGER**

#### **POSITION DESCRIPTION**

#### **MISSION STATEMENT:**

##### **Vision:**

To be the provider of choice for our customers and a model of excellence for our industry.

##### **Mission:**

The basic proposition of our business is simple, solid and timeless. We have strong family values and we bring these to our business. We value our customers, staff and our stakeholders. We strive to provide outstanding service in all things we do.

##### **Values:**

The values that dictate our company are at the heart of how we function and guide, how we act and expect to be treated, providing a sound basis for business decisions. They define who we are, how we work, what we believe in and what we stand for. **Respect, Honesty, Integrity, Loyalty, Commitment, Passion and Open Communication** are highly regarded by everyone at Premix Group.

#### **PRINCIPAL ACCOUNTABILITY:**

Represent Seelander Quarries Pty Ltd as Quarry Manager and be responsible for the operations and day to day management of the business.

Our goal is to manage the business to supply our customers with their orders required and on time, which promotes Seelander Quarries as a professional and supportive business allowing our business units to serve their customers better.

#### **REPORTING RELATIONSHIPS:**

Reporting to the Group Chief Executive Officer (CEO) and working closely with the Managing Director on agreed operational and strategic direction for the company.

#### **KEY RESPONSIBILITIES:**

##### **Work Health, Safety and Welfare**

1. Safety is paramount, ensure systems are in place that are legally compliant and provide a safe work environment, in accordance with SafeWork SA Mining Regulations.
2. Ensure all staff are trained in safe work practices, including hazard identification, hazard management and incident reporting.
3. Ensure that only authorised and adequately trained workers operate vehicles, machines or equipment for assigned tasks.
4. Ensure contractors or site attendees are inducted on site.
5. Work with and support WHS system (Skytrust).

##### **Management**

1. Manage the operational team and employees by providing leadership and deliver the company vision, mission and values. This will include inductions, training and coaching as required.
2. Contribute to the business plans and strategic direction in conjunction with the CEO, Managing Director. Implement a plan for the ongoing monitoring of progress against the plans and Key Performance indicators.
3. Establish company policies and procedures that align with the Group as appropriate, in conjunction with any associated internal stakeholders.
4. Risk management through identification of critical risks for the business and building the appropriate mitigation plans
5. Communicate with the CEO and Managing Director on a regular basis in an open and transparent way.
6. Establish and nurture a strong team culture through regular effective communication including education on and reinforcement of company vision, mission and values.
7. Maintain a strong working relationship with the operating team and implement appropriate research and product development.
8. Monitor performance against the overall project program as modified from time to time.
9. Communicate with staff regularly by holding toolbox meetings.
10. Recommend employees for employment, manage performance and dismissal process in conjunction with the Group HR Advisor.
11. Management of contractors entering the quarry site, ensuring all documentation, inductions, licensing and work methods have been provided before entry and entered into Skytrust.

### **Finance**

1. Oversee business performance including detailed financial analysis, forecasting and take appropriate action to mitigate risks.
2. Assist with the Analysis of capital expenditure requirements and make sound recommendations.
3. Manage monthly and annual stocktake for all products.
4. Work with Sales to process customer orders.
5. Communicate with the Group Accountant on a regular basis regarding financial performance and processes.

### **Technical**

1. Establish and monitor product specifications and tolerances for varying products and raw materials.
2. Understand and help monitor plant equipment, identify any plant efficiencies by monitoring processing parameters.
3. Ensure product data and all technical requirements are recorded, maintained and kept current.
4. Provide technical assistance and recommendations for product performance requirements or specifications.
5. Maintain and keep up to date requirements of the Mine Record, including reporting under WH&S Regs. 2012, items 675Y & 675Z".

6. Review of project specifications and selection of product.

### **Audits – Principal Mining Hazards**

6. This quarry will be audited regularly, the following 7 principal mining hazards have been identified for the Seelander Quarry, as the Quarry Manager you are required to ensure that we meet these standards in the audit, they are as per below:
  1. Surface Mobile Equipment (SME)
  2. Air Quality or other air borne contaminants
  3. Inundation or inrush
  4. Ground or Strata Failure
  5. Roads or other vehicle operating areas
  6. Fire or explosion
  7. Working conditions

### **Environmental Impact**

1. Reduce air-borne dust emissions by utilising dust suppression systems i.e. sprinklers, dust extraction fans.
2. Ensure compliance with environmental requirements, including EPA licence conditions.
3. Reduce internal waste where possible.

### **Vision, Mission and Values**

1. Follow and encourage staff to incorporate the companies' vision, mission and values.

### **REQUIRED SKILLS AND EXPERIENCE:**

#### **Essential**

- Relevant trade qualifications or equivalent industry experience.
- A Quarry Managers Certificate of Competency (restricted would also be considered) – (quarry less than 25 people)
- Minimum of 10 years in the construction and mining industry.
- People management experience.
- Demonstrated leadership skills and competency.
- Strong organisational skills with the ability to clearly communicate requirements and direction to the team.
- Well-developed people leadership skills with demonstratable experience.
- Professional interpersonal and communication skills.
- Computer literate with experience in ERP maintenance and reporting.

#### **Desirable**

- Industry knowledge.

Name of employee: \_\_\_\_\_

Sign by Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Manager or Supervisor: \_\_\_\_\_

Sign                      by                      Manager                      or                      Supervisor:

\_\_\_\_\_

Date: \_\_\_\_\_