

Date: February 2018
Position Title: Foreman - Asphalt
Reports to: Supervisor
Based at: 66 Kalaroo Road, Redhead NSW 2290
Employed as: Full Time Employee

Position Summary

The position of Foreman - Asphalt is a supervisory role within AARR. A Foreman must implement and initiate work activities that are passed on by the crew supervisor or AARR Manager.

The person must be appropriately skilled and trained in all aspects of asphaltting so that the employee has the appropriate knowledge to work in a team environment or unsupervised on an individual basis to be an asset to the Company.

Critical success factors for the position are:

- Participate in the pre-planning preparation for all jobs
- Implementation and completion of all jobs to plan
- Organise team to operate safely in an incident and injury free manner
- Maintain quality workmanship of the team – lines, levels, finish and clean-up
- Motivate and lead the team to be highly productive
- Equipment organised and loaded day prior
- Manage materials to minimise wastage
- Train crew on the job

Authorities

- Hold work for safety, quality or variation
- Instruct crew in work plan and organise activities
- Recommend stand-down of crew member for discipline reasons
- Liaise with clients on behalf of AARR

Key Responsibilities

Supervision

- Lead an asphalt crew in all aspects of asphalt works
- To be able to take directions and implement instructions of supervisory staff and if that person is absent, be able to direct the crew independently
- Assist in the Planning and Coordination of the works each day
- Be able to work under limited supervision either individually or in a team environment
- Responsible for the assisting in the oversight of the asphaltting crew
- To thoroughly understand and implement quality control measures
- Workplace safety – Ensure compliance of WHS, QA, ESDS, Drug & Alcohol and all other management systems on job sites or company premises

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Date: 12/02/2018

Position: Director

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- Work within safe operating procedures (SOPs) and safe work method statements (SWMS).
- Train and mentor asphalt construction team members in new skills etc.
- Assist in keeping staff morale positive at all times
- Ensure **NO** negative feedback verbal or written about either the company or staff are passed on to the customers

Machines

- Required to operate the following machinery - (when necessary or instructed)

- Asphalt paver	- Hand street sweeper
- Skid Steer Loaders / Profilers	- Hand Roller and compact plate
- Steel Drum / Multi Tyre Rollers	- Whacker Packer
- Meter Cut Profiler	- Concrete saw
- Stabiliser / Spreader Truck	- Levelling Bar / Grader blade
- Laser level	- Excavator

Required to drive any vehicle of the fleet – (Truck or Car)

- Grease machinery – on a daily basis or direct other personnel to do this
- Rake Hand – required to rake asphalt when/if needed
- Shovel Hand – required to shovel asphalt when/if needed
- Assist mechanical and maintenance repairs and breakdowns of all vehicles and equipment on site or company premises – when necessary
- Ensure machinery is serviced – (on shed days)
- Maintain cleanliness standards within the plant and equipment and onsite.
- Maintain, turn off, secure or lock out equipment when not in use.

Jobsite Requirements

- Work with Estimator to determine the specification and calculations of job
- Contact Suppliers in relation to product and delivery sequence
- Mark out Job
- Determine daily the next day requirement of product / plant
- Ensure full communication with management daily
- Consult with the Supervisor before making any major decision which may impact on results /outputs / safety or the bottom line
- Work collaboratively with fellow team members including sub-contractors and suppliers.
- Keep records & control timesheets, incidences, risk assessment & all associated daily paperwork.
- Collate all paperwork including daily job sheet / material supply dockets / fuel dockets and submit to the office upon return
- The job role requires travel to locations primarily within the state of NSW and on occasion to remote locations.

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- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, codes, standards, procedures and specific company instructions or guidelines published related, but not limited to:
 - SEQ – Safety, Environment & Quality Management System
 - Equal Opportunity
 - Employee Safety Manual
 - Drug & Alcohol Policy

Key Performance Indicators

- Number of incidents and injuries
- % Completion of job paperwork to schedule
- Customer complaints/non-conformances
- Job performance – man hours actual to quote; tonnage actual to quote
- Rework - \$ lost in rework
- Wastage – materials \$

Qualifications, Skills and Experience

- Industry skills and knowledge and experience relevant to the role
- Class 1A & HR or HC licence required to drive heavy vehicles
- Licences required to operate specific machinery
- Work Cover White card – (Construction Induction)
- Traffic Control certificate
- Traffic Control sign placement certificate – (if required)
- Experience in supervision / team leading – highly developed performance drive
- Administrative abilities - Basic reading, writing, and arithmetic skills required.
- Applying analytical & problem solving skills
- Manual dexterity required for operating machinery and computers.

Other

- Self-development and keeping up to date and applying new and revised processes and information.
- Active participation in team meetings.
- Use and maintain PPE as directed – the company is responsible for providing appropriate PPE

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