



POSITION DESCRIPTION

Job Title	Operator
Reports to	Routine Manager
Direct Reports	None
Date	February 2018

Job Purpose

To perform various tasks related to all aspects of capital and routine works including the operation of various plant and equipment for construction of civil projects and roading infrastructure.

To manage staff on site when directed by Project Managers, Project Supervisor or Site Supervisor to ensure all tasks are completed to the highest standard whilst also conducting the work in accordance with Company compliance and health and safety management systems

To ensure all tasks are completed to the highest standard as a machinery operator whilst also conducting the work in accordance with Company compliance and health and safety management systems.

To work closely with Project Supervisors, Project Managers Site Supervisors and QRS staff members to deliver effective operations and the desired outcomes for QRS and their clients.

To keep all plant and equipment clean and tidy and in good working order and follow all applicable Company policy.

To be part of the Operations Division on-call roster for after-hours emergency response.

Area of Focus	Expected Outcomes
Operation of heavy machinery	<ul style="list-style-type: none"> To carryout daily equipment inspections encompassing mechanical, safety and emergency equipment. To grease equipment at appropriate intervals. To ensure equipment is operated appropriately and all hours recorded correctly. To report any incidents, damage or accidents immediately as per Company requirements. To competently care for equipment ensuring equipment is kept clean and well presented. To actively participate in all

	<p>areas of the business, including but not limited to: labouring; operation of plant; yard maintenance and site/contract administration</p> <ul style="list-style-type: none"> • To care for plant and equipment at all times, ensuring that they are regularly maintained and kept clean and tidy • To be flexible in the approach to work as the role is varied and is determined by the construction season and availability of work and therefore there is a requirement to work Saturdays, overtime and be part of the on call roster for after-hours emergency response
Machinery Operator	<ul style="list-style-type: none"> • When directed by a Project supervisor or site supervisor to be responsible for the work site in the absence of a site supervisor as directed. • To ensure work methods used are best practice and are of an acceptable safety standard. • To overview site activities, supervising staff, to ensure cost control is maximised. • To promote health and safety best practice by leading by example, advising and coaching staff. • To conduct daily Risk Assessments as required by the risk management framework. • To complete daily toolbox meetings with appropriate staff making sure all are aware of what is required for the job and for health & safety. • To ensure that work is conducted in accordance with the Company Compliance System. • To manage teams effectively to achieve business objectives. • To provide clear leadership, support and motivation to empower team members and ensure that staff are managed, coached and developed in order to maximise potential. • Ensure that the team is focused on Health and Safety, Maintenance, and Productivity • Ensure that all employees' timesheets are accurate and signed off in a timely manner.
Health & Safety	<ul style="list-style-type: none"> • To ensure H&S systems are in place, and complied with, to manage the safety of all employees, contractors and public in area of control, in accordance with H&S compliance legislation and internal H&S protocol. • Promote H&S best practice, provide support and give advice within the area of control on the implementation of these systems, in accordance with H&S compliance legislation and internal protocol. • To provide advice on the identification of health, safety and

	<p>environmental risks, contribute to implementing a risk management process to ensure risk within area on control is mitigated and managed.</p> <ul style="list-style-type: none"> • To ensure any required PPE is used at all times as required • To ensure all incidents and accidents are reported as to the appropriate person with the required timeframe
Quality Assurance	<ul style="list-style-type: none"> • To ensure the Company's policies and procedures are followed at all times. • To ensure that quality standards are continuously improved with a focus on 'getting it right first time'
Professionalism, teamwork and commitment	<ul style="list-style-type: none"> • To deliver a customer centred approach in all aspects of the role ensuring the needs to individual customers are fully met • To take responsibility for all your activities at QRS • To complete assigned tasks to a high standard, in a practical time frame and in a cost effective manner • To maintain effective lines of communication with fellow QRS staff and supervisors and be a reliable team player • To ensure that all work undertaken is legibly recorded onto timesheets with all labour, plant and materials accounted for on a daily basis • To contribute to the overall development of the section and aim to provide a high-quality service • To take responsibility for the tasks as allocated by the Site Supervisor and Project Supervisor • To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position • To maintain confidentiality at all times in connection with any work carried out • To actively engage in training requirements and mutually agreed training objectives as required for this position
Other Duties	<ul style="list-style-type: none"> • Other duties are performed as required in accordance with operational requirements • Reporting requirements are consistently met • Flexibility and willingness to perform a variety of tasks is demonstrated • Adherence with standards and procedures is maintained at all times

PERSON SPECIFICATION

POSITION: Operator

Selection Criteria		Essential/Desirable E/D	Means of Assessment
QUALIFICATIONS:			
1.	Full Class 2 Licence	E	A/C
3.	Heavy vehicle (Class 2 and above) and Wheels Tracks Rollers licence endorsements	E	A/C
EXPERIENCE:			
1.	Relevant industry experience	E	A/I
2.	Able to competently operate heavy machinery.	E	A/I
3.	Experience of health and safety within construction	E	A/I
4.	Experience of identifying health, safety and environmental risks	E	A/I
5.	Experience of planning, fault checking, supervising quality management	E	A/I
SKILLS/COMPETENCIES			
1.	Knowledge of how to operate heavy machinery	E	A/I
2.	Ability to communicate verbally and in writing in a clear and positive way at all levels	E	A/I
3.	Knowledge of civil and roading construction methods	D	A/I
4.	Knowledge of the different types of aggregates and their identification.	D	A/I
5.	Knowledge and understanding of health and safety and how to use this in the workplace	E	A/I
6.	Flexible in the approach to work tasks and a strong focus on high quality work output and attention to detail in all aspects of work	E	I
7.	Willingness to be a team player, participate and contribute to a changing team environment	E	I
8.	Ability to maintain stable performance and attitude in high pressure situations	E	I
9.	Willing to manage staff	E	E
OTHER REQUIREMENTS			
1.	To be suitability fit as the work undertaken is physically demanding	E	A/I
2.	Ability to be flexible in approach to hours worked and prepared to be on call if required	E	I
3.	Willing to take responsibility for own training and self-development	E	I

Means of Assessment

A Application Form or CV

I Interview

P Presentation

W Written Exercise

S Skills Test