



Position Description – Foreman

Date: July 30, 2013

Position Title:	Foreman in Training (FIT) leading to Foreman
Location:	Based in Clontarf, Queensland, Australia
Department:	Starts as Casual progressing to Full Time
Type of Employment:	Full Time
Reports to:	Operations Manager
Vehicle:	May ultimately be provided as a tool of trade and part of the package.

Unique Selling Proposition	<p><i>“Your pavement support or strata consolidation problem solved with downtime minimised or an invoice will not be raised....”</i></p> <p>Every employee working for this company must accept the responsibilities that are inherent in this Unique Selling Proposition. Everything you say and do, will contribute to the success or failure of this. You will need to meet the challenge.</p>	
Primary Objectives	<p>Must be capable of running a project by yourself alone, at times utilising and leading inexperienced people. The project is to be completed on time, within budget, in accordance with our procedures, safely, professionally managed and to the customers delight.</p> <p>Must be able and willing to work away and in mines. Foreman is to be, responsible, possess a professional can do and will do attitude, utilise intelligence, possess and display leadership qualities. Training in our products will be provided.</p> <p>To work under and be performance appraised under our R.A.I.L.S system. Rails means, responsibility, attitude, leadership, intelligence and skills.</p>	
Reporting Relationships	Reports to ->	Operation Manager, or in absence the GM.
Reporting Relationships	Roles that report to this position->	Grouters, Casuals, Labour Hire, Weekend Warriors, Specialist Subcontractors.
Reporting Relationships	Reports for Technical issues->	<ul style="list-style-type: none"> • General Manager • Field Trainer
Authority	<p>The following requires Operations and General Manager’s approval prior to action:</p> <ul style="list-style-type: none"> • Procedural changes • Equipment design • Equipment changes or modifications • Spending of Fixed Expenses • Hiring and or Firing of Personnel • Leave of absence • Personal use of vehicles 	

Employee’s Initials.....

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Experience / Qualifications / Competencies	<u>Trade or Qualification</u> <ul style="list-style-type: none"> • Technical skills • Practical Skills • A pass of 80% or more in all of our procedures, and training • Physically Fit • Able to pass a coal board medical • Current Blue Card • Current Manual Car Licence • Current Manual MR or HR Truck Licence • Drug Free 	<u>Relevant Experience</u> <ul style="list-style-type: none"> • Construction Industry Experience • Supervisory Experience • People Skills • Proactive Person • Planning & prioritising • Communication Skills 	<u>Competencies Considered</u> <ul style="list-style-type: none"> • MR Truck License • Forklift Licence • First Aid Certificate • Confined Space Certificate • Mines Generics S1, S2, and S3
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Working Relationships	Internal	Purpose of Contact	External	Purpose of Contact
	Operations Manager	Report To	Customers,	Provide a Professional Service
	General Manager	Report to as necessary	Mining Companies, Geo-technical Engineers, Civil and Mining Engineers	Provide a Professional Service
	Casual, Weekend Warriors, Labour Hire, Grouters, Specialist Subcontractors.	Instruct, Supervise, Delegate, Lead	Commercial and Industrial Companies, Government Departments, Engineers, Property Managers, Property Owners, Property Tenants	Provide a Professional Service
	Sales	Liaise during project transfers.	Suppliers	<ul style="list-style-type: none"> • Place orders for variable expenses • Arrange deliveries • Manage Goods • Protect goods and stock
	Field Trainer	<ul style="list-style-type: none"> • Update & liaise on technical issues • Reports on practical performance of site personnel • Assist in development of training packages in procedures & process for site personnel 		
Finance	<ul style="list-style-type: none"> • Liaise during project hand backs. 			

Employee's
Initials.....

Panel Members
Initials.....

Responsibilities

No 1. Outcome: Safety - Health, Safety and System Compliance

- Guidelines (Behaviours):**
1. Ensure safety for customers, contacts, workplace visitors, self, and work colleagues **by** ensuring compliance with all procedures, instructions & requirements of GrouTech’s OH&S Policies & relevant safety regulations, and Hazard Management Plans.
 2. Comply with GrouTech’s safety standards **by** taking all relevant actions as appropriate & within levels of authority and responsibility for this position.
 3. Ensure that all relevant legislation and industry codes of practice are observed **by** completing all duties in accordance with company policies, procedures, QA and other systems
 4. Execute duties diligently, responsibly and to the best of your ability **by** ensuring that all workplace and work related personal conduct is legal, ethical and professional, at all times.
 5. Fulfil the requirements of employment as described within this position description and other terms and conditions of employment **by** following lawful directions.
 6. Complete all safety duties as may be varied from time to time **by** following safety regulations rules, and instructions.
 7. Quick to identify hazards & responds appropriately **by** taking appropriate action in the minimum of time.
 8. Maintain zero non-conformances **by** adhering to the GrouTech’s Quality Assurance and workplace policies
 9. Continual display of an acceptable and professional demeanour at all times, **by** following safety dress code and conduct in a way that only compliments the company.
 10. Be willing and able to attend to away work as required by remaining illicit drug free at all times.

- Key Performance Indicators (Quantifiable Measurements):**
1. Zero loss of time to self or others as a result of personal safety management and activity
 2. Zero reportable safety incidents

No 2. Outcome: Responsibility (RAILS)

- Guidelines (Behaviours):**
1. Independently completing a project **by** if necessary utilising only inexperienced people to bring it to successful completion.
 2. Planning projects site requirements **by** organising the Men, Machines, Materials, and Minutes (Time) to complete the project within budget, and to client’s satisfaction.
 3. Completing the project in accordance with specific strategies **by** adhering to OH&S guidelines; Environmental Protection; EEO & Anti Discrimination legislation; Mine site regulations; and other legal requirements.
 4. Ensuring site team follows procedures **by** excellent procedural knowledge and a high level of supervision
 5. Operating equipment safely, effectively, practically and professionally **by** proficient equipment knowledge and a high level of supervision.
 6. Executing equipment maintenance effectively **by** completing equipment checklists, conducting preventative maintenance and ensuring replacement parts are sourced efficiently.
 7. Utilising only licensed employees to operate vehicles, trucks, forklifts and equipment **by** confirming qualification and assigning tasks to the correct people, training and supervising as required.
 8. Attend to and document a site induction for employees that have gone direct to site, **by** orientating them, providing on-the-job training, and briefing them on the project and its HMP.

- Key Performance Indicators (Quantifiable Measurements):**
1. The number of projects you have successfully completed with inexperienced people within the first three months of employment to be three or more.
 2. The number of projects you have successfully completed within budget in the first three months of your employment to be equal to the number of projects completed.
 3. The number of accidents / injuries to be zero, or the number of reports per month to be equal to the number of accidents.
 4. The number of Non-conformances where re-work had to be undertaken to be zero.
 5. The value of rework to be less than 2% of the collective projects value undertaken by the foreman during the same period.

Employee’s Initials.....

Panel Members Initials.....

<p>No 3. Outcome: Attitude (RAILS)</p> <p>Guidelines (Behaviours):</p> <ol style="list-style-type: none"> 1. An attitude to work away as and when required by remaining flexible and sharing the load with other work mates. 2. An Attitude to be a positive <i>can do - will do</i> person by maintaining positive visualization and maintain positive expectations 3. An attitude to be tidy and care about the customers and companies property by displaying a proactive and empathetic approach. 4. An attitude to be professional, (meaning to do the project for the projects sake) by attending to work that is consistently of high quality. 5. An attitude to be honest, helpful, careful, conscientious, accurate, company oriented by treating others the way you want to be treated and maintaining a high level of respect within the work place. 6. An attitude to stamp out “what happens away stays away” mentality by exhibiting a high level of integrity and team spirit. <p>Key Performance Indicators (Quantifiable Measurements):</p> <ol style="list-style-type: none"> 1. The number of times a person refuses or is unable to work away without good reason to be nil. 2. The number of disgruntled customers under the foreman’s control to be nil. 3. The number of reworked project through careless mistakes per month to be nil. 4. The number of equipment breakdowns where checklists were not effectively processed per month to be nil.

<p>No 4. Outcome: Intelligence</p> <p>Guidelines (Behaviours):</p> <ol style="list-style-type: none"> 1. The ability to solve problems independently by understanding what the problem is; the root cause and possible solutions. 2. The ability to know when to use the team by understanding their individual and collective strengths and weaknesses. 3. The ability to know when to contact management for assistance by knowing your limitations and swallowing pride. 4. The ability to know right from wrong and act accordingly by use of your moral compass serving as a guide for appropriate behavior. 5. The ability to complete the work to specification by adhering to GrouTech procedures and quality assurance. 6. The ability to be emotionally intelligent by being customer focussed. <p>Key Performance Indicators (Quantifiable Measurements):</p> <ol style="list-style-type: none"> 1. The number of documented toolbox talks is to be equal to the number of weeks of work completed 2. The number of times a foreman contacted management in relation to work that is already covered by our basic product training and procedures per month.
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<p>No 5. Outcome: Leadership (RAILS)</p> <p>Guidelines (Behaviours):</p> <ol style="list-style-type: none"> 1. An ability to achieve a consistent high standard of performance by guiding and motivating employees. 2. An ability to inspire others to aim higher, work harder and smarter, accomplish more in less time, and enjoy doing it by being a person with real character, who truly projects honesty, integrity, commitment and sincerity. 3. An ability to be proactive and to make things happen as and when required by performing tasks more efficiently; developing a mindset that looks to solve problems; eliminate any tasks that are unnecessary; and try to anticipate project requirements. 4. An ability to train and teach basic on site processes by explanation / demonstration / practice. 5. An ability to lead by example by taking responsibility; being honest; acknowledging failure; show persistence; identifying problems and creating solutions; and delegate liberally. <p>Key Performance Indicators</p> <ol style="list-style-type: none"> 1. The number of employees under your control that have completed their practical training in less than three months 2. The number of employees under your control that have completed their theory training in less than three months 3. The number of projects that were not able to be undertaken because employees under your control did not have their licences or certificates.

Employee’s Initials.....

Panel Members Initials.....

<p>No 6. Outcome: Skills (RAILS)</p> <p>Guidelines (Behaviours):</p> <ol style="list-style-type: none"> 1. Learning to become a foreman by embracing and learning the GrouTech theory, practical training packages, quality assurance and procedures for our work. 2. Create open lines of communication by communicating openly, honestly and effectively to peers and people above and below this position. 3. Run a project to successful completion by implementing all training provided and experience gained in accordance with GrouTech’s QA procedures and policies. <p>Key Performance Indicators (Quantifiable Measurements):</p> <ol style="list-style-type: none"> 1. The minimum pass mark for product theory training and procedure exams is to be over 80%. 2. Meets the objectives as set in the Growth Plan task list by the date specified. 3. Completion of theory training for the first three modules in the first three months 4. Mangle the five m’s – Men, Machines, Materials, Minutes, Management 5. Has attained all mandatory licences and tickets in the first three months of employment.
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Performance Rating for each and all Responsibilities				
1	2	3	4	5
Poor	Fair	Satisfactory	Good	Excellent

<p>Challenges</p> <ul style="list-style-type: none"> • In all dealings meet our Unique Selling Proposition - “Your pavement support or strata consolidation problem solved with downtime minimised or an invoice will not be raised”..... • Foreman is to prove that they can effectively run a project and with only inexperienced people in less than the first three months of employment. • Maintain sensible and achievable work life balances for self and crew that benefits the employee and the company. • Foremen are to be able to prove that they are fully trained in all of our products, equipment and procedures.
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<p>Personal Development opportunity</p> <ul style="list-style-type: none"> • Assistant Site Supervisor position • Site Supervisor • Estimating positions • Salesperson • Training Assistant or Trainer • Promotion to higher level Management Positions
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<p>Other Information</p> <ul style="list-style-type: none"> • Work away will be required at various times and for various periods of time. • Meeting Kpi’s as set by the Growth Plan and as updated.

Certification:
The Managing Director and the Human Resource Manager have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Agreed by Position Occupant

_____ (Signature) _____ (Date)

Agreed by Managing Director:

_____ (Signature) _____ (Date)

Please note:- Management reserves the right to alter this job description in any way it sees fit at any time whatsoever.

Employee’s
 Initials.....

Panel Members
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