

Position Description

Position Title	Quarry Operations Officer
Department	Infrastructure
Reports to	Infrastructure Project Delivery Supervisor
Grade	8
Date reviewed	December 2022

Primary Purpose

The Quarry Operations Officer is responsible for ensuring Council owned quarries are maintained and operated in accordance with current legislation and capable of delivering a quality and cost effective range of products for use on Councils transportation network.

The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.






Key Accountabilities

- To ensure compliance, within the scope of quarry operations with
WHS ACT 2011
WHS regulation 2011
WHS Mines ACT 2013
WHS Regulation 2014
Protection of the Environmental Operation Act (PEOR) 1997
PEOA Waste Regulation 2014
PEOA Clean air Regulation
- To ensure compliance within the scope of quarry operations with the reporting requirements of
NSW department Planning and Environment, Resources and Geo science section "Annual Returns For Extractive Material"
NSW Department of Industry, Resources and Energy section "Quarterly WHS Reports for mine and Petroleum Sites"
- To ensure compliance, within the scope of quarry Operations with Councils Policies and Procedures
- Day to day, direction, operation, Supervision and security of Councils mine sites and operations
- To ensure, within the scope of the quarry operations the completion, validity, tracking and processing of council "Site Material Usage Register" System

- Management of quarry budgets to ensure all costs relating to the extraction, production, transportation and suitability of quarry products are recovered through sales annually.
- Ensure Councils Business Case for ongoing quarry operations addresses the life-cycle of each Council operated quarry, inclusive of site rehabilitation.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Infrastructure Project Delivery Supervisor which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Intermediate

Essential Criteria

1. Hold a "Practicing Certificate" as "Quarry Manager" as set out in WHS Mines Regulation 2014 or is willing to obtain this certificate as a condition of employment.
2. Experience in a similar position, or experience with quarry/mining extraction.
3. Detailed knowledge and/or working experience of coordinating works with outside agencies such as – NSW Office of Resources and Energy in relation to Mines Management Legislation.
4. Demonstrated ability to assign and delegate manpower, equipment, resources and time to tasks.
5. Reasonable knowledge of and commitment to the principles of WHS.
6. Demonstrated ability to estimate, track and complete specific tasks within budget.
7. Ability and continued commitment to work according to Councils' policies and Code of Conduct, with or without supervision.

8. Current valid NSW Class C Drivers Licence (ongoing employment is conditional on maintaining this Licence).
9. Competency in or knowledge of the operation of wheel loader, excavator, Dozer and other quarry relevant plant and equipment

Desirable Criteria

1. Computer skills across all of Microsoft Office applications.
2. Experience in risk management assessment and reporting.
3. Experience in the preparation of Safe Work Method Statements.
4. An understanding of Local Government financial management.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date