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| **1. POSITION DETAILS:**  |
| **Position Title:** | Supervisor – Projects Division  |
| **Reports to:** | Projects Division Manager  |
| **Division:** | Operations  |
| **Function:** | Site Based |
| **Prepared / Revised on:** | June 2022 |

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| **2. POSITION SUMMARY:**  |
| To ensure productive and precise work while providing an effective and efficient mechanical service involving the repair, servicing and maintenance of equipment and machinery. Ensuring clear communication with all personnel to deliver successful on time, within budget and outstanding quality for all projects. Provide strong leadership, support and mentoring to all apprentices, to ensure they are of a high standard on completion of apprenticeship. While working to legislative and site requirements, utilizing accepted practices and taking all possible precautions to follow all Safety procedures to ensure the safety of yourself, crew members & the environment.   |

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| **3. POSITION AUTHORITIES:** |
| **Number of Staff Supervised:** | **Direct Reports:** | As per project requirements  |
| **Total:** | As per project requirements |
|  | **Financial Data:** | NA |

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| **4. KEY ACCOUNTABILITIES** |
| **Key Tasks** | **Objectives/Means** |
| **Heath, Safety, Environment & Quality**  | * Commit to and lead a safe work environment which is free of incident or injury.
* Ensure that inspections/audits are undertaken, and corrective actions developed, agreed, implemented and signed off in accordance with requirements and company standards.
* Communicate openly and honestly with team members, FMS and client representatives
* Ensure fitness for work
* Compliance with legislation, codes of practice, standards
* Be familiar and comply with the client site Safety Management System
* Actively participate in HSEQ discussions, toolbox and other meetings.
* Raise HSEQ issues as soon as practicable, and immediately in the instance of unsafe conditions or incidents
* Actively participate in HSEQ induction, training and awareness sessions
* Actively participate in risk assessment (eg. JSEA, Take 5/SLAM, etc)
* Ensuring compliance with Customer issued Procedures, Work Instructions, Permits, etc
* Work safely within team and promote safe behaviours
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| **Job Specific**  | * Adhere to, consistently behave within and uphold ‘Our Choices’.
* Ensure work performed is carried out in accordance with Company & Client standards.
* Maintain appropriate documentation, in accordance with Company/Client and legislative requirements e.g. JSEA forms, SLAM, task lists.
* Ensure all work is performed safely (including equipment and tools used) in compliance with company/client and legislative requirements.
* Provide appropriate controls for material and physical security on site.
* Adequate knowledge of system structures and how to troubleshoot systems by utilizing the knowledge of how the system was designed to perform
* Excellent communication skills at all levels
* Provide direction on company priorities and workloads
* Oversee the daily progress of all jobs while ensuring timeframes and budgets are being met
* Assist with the build-up of work scopes for each project
* Promote a high level of housekeeping within the business
* Liaise with Project Coordinator and Project Manager to ensure timelines and customer expectations are on target and achievable
* Manage the delivery of works and advise Management of any variations
* Liaise with Project Coordinator & Planners for labour allocations
* Required to report any incidents or problems to Manager immediately.
* Provide technically support and mentoring where required
* Promote a strong safety culture within the business and ensure all risk assessments are being completed by the crews
* Ensure all PPE and uniforms worn correctly & kept to a clean standard.
* Required to maintain vehicles, operate in a safe manner at all time & follow Company policy requirements.
* Maintain high quality of workmanship
* Ensure any underperformance or performance management is dealt with immediately and advised Management of the issues.
* Provide honest performance reviews to the crews at least once a year
* Provide support and mentoring to all apprentices to ensure a high calibre of tradesperson is developed by the completion of apprenticeship
* Completing job reports and processing paperwork.
* Ensure Quality assurance record keeping is maintained
* Required to follow Work Orders & SOPs
* Ensure tasks allocated by Manager are carried out in an efficient and timely manner
* Additional works within capability as requested from Management as required.
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| **Teamwork** | * Contribute to a co-operative environment within the team.
* Communicate honestly and openly on performance / compliance related issues and expectations;
* Develop your skills and knowledge to improve flexibility and coverage within the Company;
* Back up and/or offer support where needed from time to time;
* Regularly communicate with employees / peers on any Safety matters.
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| **5. KEY PERFORMANCE INDICATORS**  |
| **KEY TASKS** | **KEY PERFORMANCE INDICATORS** |
| Safety | Incident reporting to client < 30 minutes from time of incident  |
| Safety | Incident reporting to company < 1 hour from time of incident |
| Safety | 100% attendance for all HSEQ discussions – such as Toolbox Talks  |
| Safety | 100% completion of required Risk Assessment (such as Take 5/SLAM, JSEA etc) for each task completed.  |
| Safety | Arrive ‘Fit For Work’ at commencement of each shift  |
| Training | 100% attendance & successful completion of training required for position as requested by Client or Company  |

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| **6. OUR CHOICES**  |
| **First in Safety** | We choose to be safe in everything we do. |
| **Mates in the Workplace** | Everything we do, we do together, we look out for each other  |
| **Supporting Work/Life Balance** | We put our best foot forward at work, to enjoy our family, friends, and the community in which we live & support |
| **Group Success is Built on Employee Commitment** | We take ownership of our work and quality and strive for excellence |

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| **7. COMMUNICATIONS & WORKING RELATIONSHIPS:** |
| **Internal:** * Directors and Division Managers
* Team Members

**External:** * Clients
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| **8. TRAINING & EXPERIENCE REQUIREMENTS**  |
| **QUALIFICATIONS**  |
| **Essential**:* Relevant Trade qualifications – Certificate III
* Supervisor Certificate – S1,2,3 & G2
* C Drivers Licence
* Coal Board Medical
* Standard 11 SOA
 | **Desired**:* Cert IV Frontline Management
* Class LR, MR or HR Drivers Licence
* Glencore Generic Induction
* RII – Forklift, Conduct Lifting Operations, Dogging, EWP, Gantry or Overhead Crane
* RII – Working at Heights
* RII – Confined Space
* RII – Gas Test Atmospheres
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| **EXPERIENCE** |
| **Essential**:* Strong Safety Focus
* Minimum of two years’ experience working in the mining and heavy earthmoving industry
* Strong work ethic
* Demonstrated experience in a management role
* Computer skills
 | **Desired**:* Ability to work in a team with varying levels of supervision
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| **9. COMPETENCIES:** |
| **Behavioral Competencies** | **1.    Developing** | **2. Demonstrates** | **3. Coaches** | **4.             4. Leads** | **5.    Expert** |
| Reliability |  |  |  | ✓ |  |
| Delegating |  |  |  | ✓ |  |
| Planning & Organising |  |  |  | ✓ |  |
| Attention to Detail |  |  |  | ✓ |  |
| Flexibility and Adaptability |  |  |  | ✓ |  |
| Collaboration |  |  |  | ✓ |  |