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

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| **2. POSITION SUMMARY:**  |
| Ability to assemble and install rigging gear, such as cables, ropes, pulleys and winches, to lift, lower, move and position equipment, structural steel and other heavy objectsYou will be experience with plant and equipment with a focus on maintaining safety and maximising production. 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:** | Nil |
| **Total:** | Nil |
|  | **Financial Data:** | NA |

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| **4. KEY ACCOUNTABILITIES** |
| **Key Tasks** | **Objectives/Means** |
| **Heath, Safety, Environment & Quality**  | * 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
* Aligning, levelling, and anchoring machinery
* Attaching loads to rigging to provide support or prepare them for moving with the use of hand and power tools
* setting up winches and rigging equipment to raise and position girders, plates, columns and other steel units
* Inspecting and preparing loads that need to be moved.
* Setting, aligning, and levelling heavy equipment machinery.
* Selecting the appropriate rigging gear.
* Preparing rigging equipment including beams, pulleys, clamps, and bolts.
* Inspecting rigging before final use.
* Monitoring and maintaining rigging equipment.
* Manoeuvring loads using heavy equipment machinery and by hand.
* Breaking down rigging equipment and conducting post-rigging inspections.
* may erect equipment on-site
* Excellent communication skills at all levels
* Maintaining a clean working environment
* Completing job reports and processing paperwork
* Working autonomously
* Travelling to and from work sites
* Be able to work as part of a team
* Able to take directions to complete set tasks.
* Implement and maintain appropriate environmental controls.
* Required to report any incidents or problems to Supervisor ASAP.
* Required to follow Work Orders & SOPs
* Ensure all PPE and uniforms worn correctly & kept to a clean standard.
* Ensure housekeeping is always to a high standard.
* Required to maintain vehicles, operate in a safe manner at all time & follow Company policy requirements.
* Other works allocated within skill level.
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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**:* High Risk Work Licence – Rigger (Basic, Intermediate or Advanced)
* C Drivers Licence
* Coal Board Medical
* Standard 11 SOA
 | **Desired**:* 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
 | **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 |  | ✓ |  |  |  |