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

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| **2. POSITION SUMMARY:** |
| Ability to erect and dismantle scaffolding to provide work platforms on sites as required.  You 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 |
| **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 * erecting lifting tackles by attaching pulleys and blocks to fixed overhead structures, and installing cables and attaching counterweights * attaching slinging gear to hoisting equipment and objects to be moved using clamps, hooks, bolts and knots * fitting and bolting tubes, support braces and components to form bases and build up scaffolding * lifting and positioning sections of scaffolding * measuring, cutting, bending and fitting welded wire mesh into concrete areas to be mesh-reinforced * fixing mesh and reinforcing steel into position in formwork for concrete pours * setting up winches and rigging equipment to raise and position girders, plates, columns and other steel units * erecting guard rails, guy wires, ropes and clears, laying planks and hanging safety nets * 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. |
| **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 – Scaffolder (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 |
| **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 |  | ✓ |  |  |  |