



# Position Description – Foreman

**Position:** Foreman in Training (FIT) leading to Foreman  
**Office Location:** Based in Clontarf, Queensland  
**Site Locations:** Varies there will be away work involved from time to time.  
**Department:** Operations  
**Job status:** Starts as a Casual progressing to Full Time  
**Date:** 12 October 2008

<b>Unique Selling Proposition</b>	<p style="text-align: center;"><b><i>“Your pavement support or strata consolidation problem solved with downtime minimised or an invoice will not be raised....”</i></b></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>	
<b>Primary Objectives</b>	<p>Must be capable of running a project by yourself alone, utilising and leading only 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>	
<b>Reporting Relationships</b>	Reports to ->	Site Supervisor
<b>Reporting Relationships</b>	Roles that report to this position->	Grouters, Casuals, Labour Hire, Weekend Warriors, Specialist Subcontractors.
<b>Reporting Relationships</b>	Reports for Technical issues->	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Field Trainer</li> </ul>
<b>Authority</b>	<p>The following requires Operations and General Manager’s approval prior to action:</p> <ul style="list-style-type: none"> <li>• Procedural changes</li> <li>• Equipment design</li> <li>• Equipment changes or modifications</li> <li>• Spending of Fixed Expenses</li> <li>• Hiring and or Firing of Personnel</li> <li>• Leave of absence</li> <li>• Personal use of vehicles</li> </ul>	

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

## Responsibilities of this position

<b>1. Outcome: Responsibility</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. Independently completing a project utilising only inexperienced people to bring it to successful completion.</li> <li>2. Planning projects site requirements and organising the Men, Machines, Materials, and Minutes (Time) to complete the project within budget, and to client's satisfaction.</li> <li>3. Completing the project within OH&amp;S guidelines, &amp; Environmental Protection, EEO &amp; Anti Discrimination legislation, Mine site regulations &amp; practices, and other legal requirements.</li> <li>4. Ensuring site team follows procedures</li> <li>5. Operating equipment safely, effectively, practically and professionally.</li> <li>6. Completing equipment checklists and equipment maintenance effectively.</li> <li>7. Utilising only licensed employees to operate vehicles, trucks, forklifts and equipment.</li> <li>8. Employee site induction, orientation, on-the-job training, health &amp; safety practices.</li> <li>9. These are all ongoing Kpi's.</li> </ol>
<p><b>Key Performance Indicators:</b></p> <ol style="list-style-type: none"> <li>1. The number of projects you have successfully completed with inexperienced people within the first three months of employment to be three or more.</li> <li>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.</li> <li>3. The number of accidents / injury reports per month to be zero.</li> <li>4. The number of Non-conformances where re-work had to be undertaken was more than 2% of total projects value in the foreman's period of responsibility.</li> </ol>
<b>2. Outcome: Attitude</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. An attitude to work away as and when required thus sharing the load with other work mates, and assisting to meet company growth requirements.</li> <li>2. An Attitude to be a positive can do - will do person</li> <li>3. An attitude to be tidy and care about the customers and companies property</li> <li>4. An attitude to be professional, (meaning to do the project for the projects sake).</li> <li>5. An attitude to be honest, helpful, careful, conscientious, accurate, company oriented</li> <li>6. An attitude to stamp out "what happens away stays away" mentality.</li> </ol>
<p><b>Key Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. The number of times a person refuses to work away to be nil.</li> <li>2. The number of disgruntled customers under your control per month to be nil.</li> <li>3. The number of disgruntled workers under your control per month to be nil.</li> <li>4. The number of reworked project through careless mistakes per month to be nil.</li> <li>5. The number of equipment breakdowns where checklists were not effectively processed per month to be nil.</li> </ol>
<b>3. Outcome: Intelligence</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. The ability to solve problems independently coupled with,</li> <li>2. The ability to know when to use the team coupled with,</li> <li>3. The ability to know when to contact management for assistance.</li> <li>4. The ability to know right from wrong and act accordingly.</li> <li>5. The ability to complete the work to specification, in accordance with procedures and quality assurance.</li> <li>6. The ability to be emotionally intelligent and customer focussed.</li> </ol>
<p><b>Key Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. The number of documented toolbox talks is to be equal to the number of weeks of work completed</li> <li>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.</li> </ol>

<b>4. Outcome: Leadership</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. An ability to guide and motivate employees to achieve consistent high standard of high performance.</li> <li>2. An ability to inspire others to follow.</li> <li>3. An ability to be proactive and to make things happen as and when required.</li> <li>4. An ability to train and teach basic on site processes.</li> <li>5. An ability to lead by example</li> </ol>
<p><b>Key Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. The number of employees under your control that have completed their practical training in less than three months</li> <li>2. The number of employees under your control that have completed their theory training in less than three months</li> <li>3. The number of projects that were not able to be undertaken because employees under your control did not have their licences or certificates.</li> </ol>
<b>5. Outcome: Skills</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. GrouTech will train the theory, practical, quality assurance and procedures for our work</li> <li>2. Contribute to GrouTech's long term GROWTH planning process.</li> <li>3. Communicate openly, honestly and effectively to people above and below this position.</li> <li>4. The practical skills to run a project to successful completion</li> </ol>
<p><b>Key Performance Indicators</b></p> <ol style="list-style-type: none"> <li>1. The minimum pass mark for product theory training and procedure exams is to be over 80%.</li> <li>2. Meets the objectives as set in the Growth Plan task list by the date specified.</li> <li>3. Completion of theory training for the first three modules in the first three months</li> <li>4. Mangle the five m's – Men, Machines, Materials, Minutes, Management</li> <li>5. Has attained all mandatory licences and tickets in the first three months of employment.</li> </ol>
<b>6. Outcome: Safety - Health, Safety and System Compliance</b>
<p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. Ensure safety for customers, contacts, workplace visitors, self, and work colleagues by ensuring compliance with all procedures, instructions &amp; requirements of GrouTech's OH&amp;S Policies &amp; relevant safety regulations, and Hazard Management Plans.</li> <li>2. Takes all relevant actions as appropriate &amp; within levels of authority and responsibility for this position to meet GrouTech's safety standards.</li> <li>3. Be safety conscious at all times while at work, travelling to &amp; from work &amp; while engaged in any activity relating to work.</li> <li>4. Complete all duties in compliance with company policies, procedures, QA and other systems; ensuring that all relevant legislation and industry codes of practice are observed</li> <li>5. Ensure that all workplace and work related personal conduct is legal, ethical and professional, at all times, carrying out duties diligently, responsibly and to the best of your ability.</li> <li>6. Fulfil the requirements of employment as described within this position description and other terms and conditions of employment</li> <li>7. Complete all duties as may be varied from time to time by the Employer</li> <li>8. Well and faithfully serve the Employer and comply with their lawful directions</li> <li>9. Quick to identify hazards &amp; responds appropriately by taking appropriate action in the minimum of time.</li> <li>10. Zero non-conformances for Quality Assurance or Policy</li> <li>11. Continual display of an acceptable and professional demeanour at all times, by following dress code and conduct that only compliments the company.</li> <li>12. Illicit drug free at all times and willing to attend to away work as required.</li> </ol>



**Key Performance Indicators**

- 1. Zero loss of time to self or others as a result of personal safety management and activity
- 2. Zero reportable safety incidents

**Performance Rating for each and all Responsibilities**

1	2	3	4
Below requirement	Improvement required	Meets required standard	Exceeds required standards

**Challenges**

- 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.

**Personal Development opportunity**

- Assistant Site Supervisor position
- Site Supervisor
- Estimating positions
- Salesperson
- Training Assistant or Trainer
- Promotion to higher level Management Positions

**Other Information Provided**

- 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 General Manager has carefully reviewed this Position Description and is satisfied that it fully and accurately describe the requirements of the position. Due to business change Management reserves its rights to alter job descriptions and responsibilities at any time and as required.

**Agreed by Applicant:**

\_\_\_\_\_ (Name and signature) \_\_\_\_\_ (Date)

**Agreed by Manager:**

\_\_\_\_\_ (Name and signature) \_\_\_\_\_ (Date)