



1. JOB IDENTITY

Post Title:	Quarry Foreperson	Service:	Infrastructure Services
Section:	Roads, Landscape Services and Waste	Grade:	Technical Operative H
Reports to:	Quarry Manager		

2. JOB PURPOSE

- To assist in ensuring the safe and efficient operations of the Quarry in accordance with the "Health and Safety at Quarries" Regulations 1999 and any additions or amendments

Physical effort may be a requirement of this post

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Instruct Quarry workforce on their daily duties, giving instruction and guidance as required and ensuring work is carried out safely in line with relevant procedures
- Monitor production and plant performance and re-assign personnel when targets are not being met
- Undertake maintenance and repair of Plant and Equipment by utilising workforce according to Risk Assessments and Safe Systems of Work
- Undertake duties as necessary to ensure the supply of both coated and dry materials to customers when required
- Support the Manager in day to day operations of the Quarry, deputising when required on an occasional basis
- Assist in ensuring the security of the Quarry area including being a nominated key-holder and responder to out-of-hours calls in relation to site security

4. QUALIFICATIONS AND TRAINING

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|-------------------|---|
| Essential: | <ul style="list-style-type: none"> SVQ Level 3 in Quarry Operations or equivalent Current valid Driving Licence |
| Desirable: | <ul style="list-style-type: none"> SVQ Level 4 in Quarry Operations, or working towards this Blast Design Certificate |

5. EXPERIENCE

- Essential:**
- Management or assisting in management of a Hard Rock Quarry
 - Experience in the operation of both mobile and fixed plant within the Quarry environment
- Desirable:**
- Experience of budget and performance monitoring including pricing of Quarry materials (dry and coated)
 - Experience of materials testing in relation to the production and laying of Quarried roads materials both dry and coated

6. KNOWLEDGE AND SKILLS

- Essential:**
- Knowledge of the day to day operation of a Quarry
 - Ability to undertake manual lifting
 - Knowledge of Health & Safety legislation
 - Good IT skills in relation to Quarry systems weigh-bridge recording and coating plant operation
 - Knowledge of the "Health and Safety at Quarries" Regulations 1999
 - Good verbal and written communications
 - Ability to act as Quarry Manager when required
- Desirable:**
- Knowledge of taking samples in accordance with BSEN 13109 or other relevant specifications and Sector Scheme documentation
 - Demonstration of continued professional development
 - Ability to pick up new IT applications

7. ADDITIONAL REQUIREMENTS

Driving Compliance	This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post