



VSA-MSF13-1 Position Description - PRM-13

Crew Member Trainee

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POSITION DETAILS		
Position No.	PRM-13	Date:
Position Title	Crew Member Trainee	
Location	Primal Surfacing – 9 Weddle Court, Laverton North	
Division	All VSA Roads entities across VIC and other states as required.	

POSITION'S PRIMARY PURPOSE
The primary purpose of the Crew Member Trainee is to perform spray seal operations under the guidance and supervision of the Sealing Supervisor while undertaking Bituminous Surfacing qualification.

RELATIONSHIPS	
Direct Manager/Supervisor	Sealing Supervisor
Direct Reports or N/A	N/A
Internal Relationships	Business Manager, SQE Manager, Foreman, Crew Members and other staff as required
External Relationships	N/A

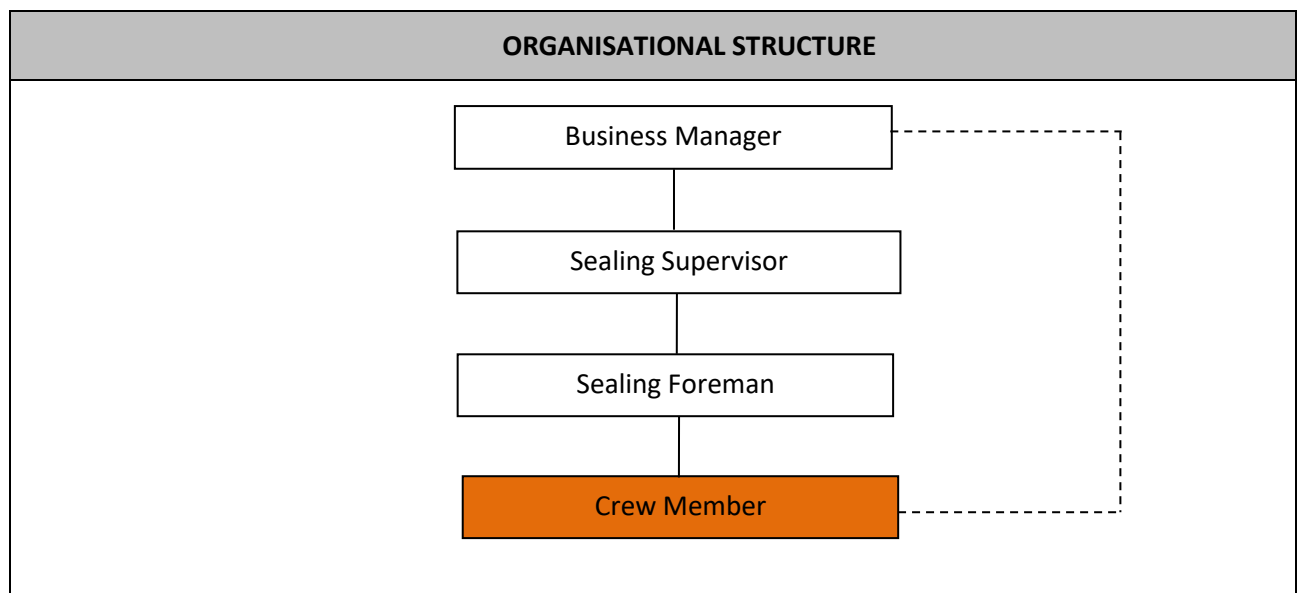
Key Responsibilities, Goals & Objectives	
POSITION SPECIFIC	
Position Specific Duties	<p>The Crew Member Trainee is specific responsibilities, accountabilities and duties include:</p> <ul style="list-style-type: none"> • Undertake training as required. • Complete all Company operational competencies as per the Company Position Competency matrix. • Complete weekly timesheet on Upvise. • Keep licences up to date online or give copies to Supervisor/Foreman as soon as possible. • Learn and assist with carrying out daily inspections of the plant for safety or maintenance issues. • Learn and assist with loading of plant and equipment, travel to site and unloading. • Attend site pre-start meetings. • Undertake tasks as allocated by Supervisor/Foreman under supervision. • Undertake maintenance tasks as directed by Supervisor - you will be provided training where necessary. • Learn and assist with spray seal process according to quality requirements under supervision. • Learn and assist with Traffic Control duties. • Maintain awareness of the surroundings, as the movement of plant, personnel and the public all impact on the safety of the work area. Ensure compliance to SWMS.

<p>Position Specific Duties (Continued)</p>	<ul style="list-style-type: none"> • Ensure plant and equipment and the work site are left in a clean and safe condition. • Where the plant is being left on site, learn and ensure the shutdown procedure is followed to reduce the likely hood of tampering or vandalism. Also, ensure the plant is parked so as not to obstruct access to properties/businesses or traffic flow. • Learn and assist with traffic cones placing to isolate any parked plant, floats or trailers. • Learn and assist refueling plant on return to the yard or before leaving the next day. Wash plant and equipment weekly and leave wash bay tidy. • Ensure compliance with Company Policies and Procedures including the wearing of correct PPE. • Comply with Company Work Instructions and Safe Operating Procedures. • Follow safe work methods and look out for those around you. • Report incidents and near misses. • Monitor and maintain housekeeping of the worksite and yard. • Be aware of environmental impact and minimise dust/noise where possible. • Other duties as directed by the Manager. <p>Trainee Drivers of Heavy Vehicles</p> <ul style="list-style-type: none"> • Trainee Drivers of heavy vehicles (float and tacker drivers) are to communicate with the Supervisor/Foreman regarding any fitness for work issues, immediately they arise. • Remember, if you are in charge of a vehicle on the road; you are responsible for obeying the road rules and complying with all speed signs. Site and depot rules must be adhered to also. Any fines or loss of licence are your responsibility. • Your Supervisor/Foreman must be notified of any fines. It is the responsibility of the driver to maintain their National Driver Work Diary and comply with heavy vehicle driver management. • Maintain accurate and legible plant records, National Driver Diary, Driver’s Daily Worksheet, and reports. •
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<p>INTERPERSONAL (e.g. teamwork, stakeholder management, communication, leadership)</p>	
Communication	<ul style="list-style-type: none"> • Participate in consultative arrangements in the workplace. • All safety issues, maintenance issues, incidents or near misses must be immediately reported to the Supervisor/Foreman. • Attend and participate in site meetings as required. • Attend training when requested, in consultation with Business Manager and Supervisor.
Culture	<ul style="list-style-type: none"> • Actively participate in VSA Roads – Primal Surfacing projects in line with company values.
Leadership	<ul style="list-style-type: none"> • Demonstrate support of the VSA Roads – Primal Surfacing mission, values and commitment to the highest safety, environment, quality and risk performance.
Teamwork	<ul style="list-style-type: none"> • Operate in and contribute to a team environment within VSA Roads – Primal Surfacing to facilitate efficient and effective operations and achievement of objectives. • Work with others as part of an effective and professional team.
Strategic	<ul style="list-style-type: none"> • Obtain clarification where required and provide direction to VSA Roads – Primal Surfacing business on health, safety, environment, quality and risk matters that impact on business. • Actively participate in Company training programs and pro-actively seek learning opportunities.

SAFETY, ENVIRONMENT AND QUALITY	
<p>Safety</p> <ul style="list-style-type: none"> Operate within the team and to achieve safety targets. Identifies and takes steps to address quality non-conformances and report in Upvise. <p>Quality</p> <ul style="list-style-type: none"> Operate within the team and to achieve quality targets. Identifies and takes steps to address quality non-conformances and report in Upvise. <p>Environment</p> <ul style="list-style-type: none"> Operate within the team and to achieve environmental targets. Identifies and takes steps to address quality non-conformances and report in Upvise. 	

QUALIFICATIONS AND EXPERIENCE	
Mandatory	<ul style="list-style-type: none"> Current Driver Licence. Computer Literacy – Basic
Desirable	<ul style="list-style-type: none"> Undertake Certificate III in Civil Construction – bituminous surfacing or higher Computer Literacy – Basic Willingness to obtain HR Licence training Willingness to obtain a Construction Industry White Card. Willingness to obtain Traffic Control and Traffic Management. Must hold, or willing to achieve plant competency tickets. Willingness to obtain Plant competency tickets. Good written and verbal communication skills. Ability to adhere to instructions from Management/Supervisor/Foreman.
Special Conditions	<ul style="list-style-type: none"> Flexible work hours. Out of hours work may be required. Reasonable overtime including weekend work. Work at remote locations will be required.



LEVELS OF AUTHORITY		
Purchasing:		
Capital Expenditure	Nil OR	Delegated Authority Matrix

Overhead Expenditure	Nil OR	Delegated Authority Matrix
Project Expenditure	Nil OR	Delegated Authority Matrix
Credit Card	Nil OR	Delegated Authority Matrix

AUTHORISATION			
Direct Manager:			
Signature:		Date:	
Employee:			
Signature:		Date:	