



KOKATHA MINING SERVICES

JOB SPECIFICATION

Job Title:	Team Leader – Road Maintenance
Classification:	Civil Construction Worker - Level 5
Reporting to:	Operations Manager
Hours:	10 hours day shift
Location:	Carrapateena Mine areas

POSITION OVERVIEW

This position with Kokatha Mining Services (KMS) will initially see the Team Leader actively leading a road maintenance team responsible for repairs and maintenance of the roads network associated with the OZ Minerals Carrapateena mine site. It is a DIDO role on a 5/2 roster, where Monday to Friday is spent accommodated at Carrapateena and travel to/from Carrapateena is provided out of Port Augusta.

The role includes a full range of duties with the majority of the time being spent operating plant and machinery to perform road maintenance tasks. This position also includes a leadership role for the Road Maintenance Contract, including supervision of road maintenance Operators and some on-site management of contractual requirements for KMS.

OZ Minerals Carrapateena mine is accessed from the Stuart Highway by the “Southern Access Road” (SAR) where a significant road maintenance regime is established. Approximately 50km of the SAR is a gazetted public road (from the Stuart Highway to the Pernatty Homestead), under the care and control of the Commissioner of Highways. OZ Minerals, under a current Deed with the Commissioner, operate and maintain the public section of road, as well as the private section of the road.

In addition to the Southern Access Road, OZ Minerals contracts Kokatha Mining Services to maintain and/or improve other areas of the Carrapateena road network including the Western Access Road; the access road to the radial and northern bore fields; truck turnaround areas; carparks at site; laydown areas; and any other road, track or area directed by OZ Minerals from time to time.

1. Activities

The Team Leader will perform a number of activities on a daily basis, under direction from the Operations Manager. These activities will include but are not limited to the following:

- Carry out daily pre-start checks for vehicles and plant
- Ensure relevant reports and records are completed to record details of road maintenance activities and daily tasks undertaken.
- Liaise with OZ Minerals staff to ensure road maintenance requirements are addressed in a timely manner and in accordance with contractual obligations
- Conduct regular safety checks on plant, machinery and work procedures.
- Machine operating work including operation of grader, rollers, water-carts and other plant and machinery as required
- Ensure traffic control plans and actions are actively implemented across the worksite
- Use of traffic control signage and management of traffic movements throughout the worksite
- General labouring duties associated with maintenance of roadside infrastructure

- General maintenance and cleaning of vehicles, plant and equipment. Maintaining work areas in clean and tidy condition.
- Participate in safety training, safety audits and contribute to ongoing reviews of safe systems of work.
- Liaise with KMS Operations Manager to address changing needs and conditions of the Road Maintenance Contract.
- Assume responsibility for compliance with safe work procedures and safety management plan for KMS employees across the work site/s.
- Allocate work to road maintenance Operators on site and schedule workloads in accordance with OZ Minerals contract requirements at any given time.
- Train road maintenance Operators in all aspects of the work involved in carrying out contractual requirements.
- Liaise with OZ Minerals staff to determine priorities for road maintenance within the shift cycles.
- Ensure reporting is kept up to date and provided to OZ Minerals and KMS management as required.
- Remain alert for further opportunities to provide services to customers at Carrapateena.
- Act as the site “point of contact” for OZ Minerals in terms of operational activities under the terms of the Road Maintenance Contract.
- Other duties as may be required from time to time to fulfil the needs of the Road Maintenance Contract at Carrapateena (or other contracts involving road maintenance)

2. Outcomes required

- Road maintenance to be conducted in accordance with OZ Minerals contractual requirements.
- Vehicles, plant and equipment are kept clean and properly maintained
- Contribution to continuous improvement of the Road Maintenance Contract through observing potential needs and opportunities for road maintenance across the site.
- Reporting to OZ Minerals and KMS meets pre-determined deadlines and contains accurate and relevant information.
- Attendance/participation at toolbox meetings and pre-start meetings on the worksite
- Contribution to KMS quarterly contractual reporting and supporting Operations Manager in attending contract review meetings.

3. Grader Operation specific duties:

Road maintenance shall be conducted in accordance with this KMS Road Maintenance Plan and the OZ Minerals Asset Management Plan or as directed by OZ Minerals and may consist of any or all of patrol maintenance, light formation grading, medium formation grading and heavy formation grading of pavement and shoulders or other items as directed by OZ Minerals.

Wet Maintenance

Wet maintenance covers the day to day activities required for the upkeep and preservation maintenance on unsealed road carriageways and road reserves. The wet maintenance includes the maintenance of roadside furniture such as the signs and grids.

Light Formation Grading of Pavement and Shoulders

Light formation grading consists of an initial cut with the grader blade of 25 mm to windrow material for possible later back-spreading the material. Light grading is best carried out when conditions are suitable, such as shortly after water cart or rain when gravel is moist. Surface defects should not yet be as severe as tolerability level and will, therefore, be improved by being filled with windrowed material. Any loose or shoved gravel shall be spread in the process. Care shall be taken to retain the existing road shape and existing thickness of

wearing course gravel. Light grading is essentially a smoothing activity to restore ride quality, but if not done at a suitable time, the treatment may be short-lived.

Medium Formation Grading

Medium formation grading including water plus compaction is carried out where surface defects are close to the tolerability level (and more severe than when light grading is carried out), but defects are not so deep as to warrant deep scarifying (ripping) of the pavement and shoulders. The other prerequisites are that formation shape should be generally satisfactory, and existing gravel thickness is 50 mm or more, with no bare patches of road subgrade. Medium grading consists of an initial cut of 50 mm to windrow sufficient gravel to enable a back-spread layer of at least 50 mm (or twice the nominal size of wearing course gravel, whichever is the greater) to be watered and compacted. Water sprayers and both steel drum and multi-tyred rollers are to be used.

Heavy Formation Grading

Heavy Formation Grading including ripping pavement material to a minimum depth of 100 mm of wearing course gravel as directed. As an alternative if the pavement has adequate strength a wearing course may be only 50 mm thick on top of a structural base course.

As with medium formation grading, water sprayers, steel drum roller and multi-tyred roller are to be used. During reforming care has to be taken to avoid any mixing of subgrade with gravel that may lead to an inferior surface.

All Grading

For all grading activities (light, medium and heavy), grading shall be carried out working from outside edges towards the crown. On the inside of curves, it is important to keep the shoulder level up and avoid water ponding on the inside edge of shoulder. On the outside of curves, superelevation must continue to edge of formation and not rolled over with loss of material and reduced safety.

On no account is there to be a final pass down the centre of the road with a horizontal blade to remove the crown.

Where drainage is specified to be attended to in conjunction with grading table drains shall be cleaned where accessible by the grader to allow for the free flow of water to culverts and other outlets. Other outlets and cut-off drains shall also be cleaned to carry water away from the road.

On completion of formation grading, the work site shall be left in a neat and tidy condition, tussocks and root-balls shall be removed, any loose gravel on verges will have been salvaged by working into the pavement and the shoulders are to be left free from sticks and rubbish is to be cleaned from drains.

4. Qualifications & Experience

- Minimum three-years' experience in unsealed road maintenance work, particularly wet maintenance
- HC Licence
- Grader Ticket
- Loader Ticket
- Roller Ticket
- Excavator Ticket
- Work Zone Traffic Management Ticket
- First Aid

5. Skills

- Basic mathematics skills
- Legible handwriting
- Ability to operate grader to 'final trim' level
- Attention to detail
- Ability to compile simple reports
- Basic use of computer software including Microsoft Word and Excel
- Ability to solve problems and work with customers to find mutually acceptable solutions to issues as they arise.
- Ability to lead a four-person team, delegate work and assume responsibility for team performance.
- Supervisory skills including ability to develop customer relationships and seek out further market opportunities
- Ability to develop sound relationships with customers and contractors
- Excellent organisation skills

6. Personal Attributes

- Be well presented and courteous in approach to customers, contractors and other KMS employees.
- Have a reasonable level of physical fitness
- Be highly motivated and well organised
- Display a proactive approach to the role, and be punctual in attendance.
- Ability to work unsupervised
- Ability to work under pressure
- Ability to prioritise work load
- Experience in working in remote areas and living away from home.

7. Reports to

KMS Operations Manager

8. Selection Criteria

Essential

- Minimum three years' experience in unsealed roads maintenance work, particularly wet maintenance
- Hold a minimum of a HC licence and a grader ticket
- Demonstrated capacity to provide guidance and supervision for ticketed operators to gain necessary experience
- Ability to train plant operators on road maintenance methodology and equipment
- Previous supervisory experience with responsibility for compliance with safe work procedures and a safety management plan, allocating work to road maintenance operators and scheduling workloads
- Experience working with traffic control plans and signage to manage traffic movements within a worksite
- Demonstrated ability to operate a grader to 'final trim' level

Desirable

- Loader ticket, Roller ticket, Excavator ticket
- Work Zone Traffic Management Ticket (or a willingness to obtain)