



MIBUS BROS
(AUST) PTY. LTD.



Position Description

POSITION TITLE: Casual Operator - Crushing

REPORTS TO: Civil Projects Manager / Operations Manager, Crushing Manager, Site Manager, Leading Hand

UPDATED: January, 2025

1. Position Objective

The operator is required to undertake a diverse range of operational activities and be focused on the delivery of quality outcomes on a professional and timely basis.

2. Key Responsibilities and Duties

The key responsibilities and duties may be modified from time to time to ensure that desired outcomes are in accordance with the operational requirements and organisational needs of Mibus Bros (Aust) Pty. Ltd. Without limiting the above, the key responsibilities and duties of the position will include:

- Operate a variety of plant including wheel loaders, excavators etc. including crushing plant in an effective and efficient manner, in line with company policy and work standards
- Complete daily checks and maintenance on machinery operated, ensuring the company's plant and equipment is maintained to a high standard
- Develop and maintain positive relationships with new and existing clients, delivering a quality service to the client
- Be aware of and comply to all company policies and OH&S requirements
- Undertake duties in a manner that is safe and without risk to health, and ensuring a safe workplace for self, all staff, and visitors
- Using, handling, storing, and transporting all plant, equipment and substances correctly
- Be involved in and complete Mibus Bros (Aust) Pty. Ltd. Integrated Management System (paper and electronic) systems and procedures including completing accurate field records, daily logbooks, and timesheets in a format as directed.
- Participate in all aspects of Chain of Responsibility (COR) requirements
- Other tasks and duties as directed within skills, knowledge and experience

3. Confidentiality

The Employee must not, whether during or after his employment with Mibus Bros (Aust) Pty. Ltd., make any improper disclosure or use of:

- a) any information or trade secrets of Mibus Bros (Aust) Pty. Ltd.,
- b) the position of Mibus Bros (Aust) Pty. Ltd. or of any Director or other Employee on any confidential matter, or
- c) any other information whatsoever, the disclosure of which may be detrimental to the interests of Mibus Bros (Aust) Pty. Ltd. or of any other person who has provided it to Mibus Bros (Aust) Pty. Ltd. on a confidential basis, unless the Employee is required to disclose the information by law. The Employee must use his best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

4. Organisational Relationships

Reports to: Civil Projects Manager / Operations Manager, Crushing Manager, Site Manager, Leading Hand

Supervises: Nil

Internal Liaisons: All Mibus Bros staff

External Liaisons: Clients
Contractors
General Public

5. Organisational Context

Vision:
To shift regions forward.

Mission:
We are regional people servicing regional needs. We deliver quality contracting and other services for our customers in a manner that we can always be proud of.

Values:
Integrity, Respect, Innovation, Teamwork, Excellence.

Company Profile

Established in 1974, Mibus Bros is a second-generation family owned business based in Portland, Victoria. The Company predominantly services the "Green Triangle" region from Kingston S.A. to Warrnambool Vic as well as further areas in country Victoria. Mibus Bros is in Portland-Nelson Road, Portland on a well-established site and in modern offices, specifically built for and by the Company.

It is a family business, owned by brothers Martin, Andrew and Lewis Mibus who contribute more than 150 years combined experience.

The company specialises in a diverse range of earthmoving and quarrying activities including (but not limited to) general earth moving and site works, forestry site preparation, bulk handling of woodchips, road construction, crushing and screening, plant hire and heavy haulage operations.

6. Flexibility and Customer Focus

~~Regular work away from home and overnight at various operational sites will be required. This provides opportunities for developing independent work skills, variety of work and travelling, as well as opportunity to specialise.~~ Ability to commute to worksite located at Albacutya, Vic. Willingness of employees to be flexible (as to work hours required) is essential in servicing the variety of our customer's needs.

7. Accountability and Extent of Authority

- Responsible for the quality, quantity, and timeliness of work
- Responsible for the care, safety and minor maintenance of plant and equipment
- Help to ensure that allocated work and requirements are completed in accordance with set targets
- Prompt response to internal and external customer requests or enquiries
- Delivery of professional customer service

8. Judgement and Decision Making

- Guidance and advice are usually available within suitable timeframes for decision making
- Undertake duties using in accordance with established practices and methods, in line with the Integrated Management System (IMS), and Chain of Responsibility (COR) requirements

9. Personal Qualities and Specialist Skills

- A high level of commitment and a strong determination to achieve
- Ability to cope with work pressures
- Initiative, flexibility, and adaptability
- Ability to make decisions and solve problems on a timely basis
- Honesty and reliability
- Knowledge and skills in operating a range of earthmoving plant and equipment
- Ability to perform manual work including lifting of weights in accordance with OH&S guidelines
- A positive attitude to work and getting the job done
- Team spirit

10. Management Skills

- Organisational and time management skills
- Ability to work with minimal supervision
- Provision of information to managers as requested
- Ability to resolve issues with minimal supervision

11. Interpersonal Skills

- Ability to work alone, or as part of a team
- Ability to take direction and work toward agreed goals
- Basic oral and written communication skills
- Professionalism in dealing with both internal and external clients

12. Qualifications & Experience

- Experience and/or qualifications in the Crushing industry, including prior machine and loader experience and truck loading with legal for trade scales
- A current driver's license
- Construction Induction (White Card or equivalent)
- Mechanical aptitude

13. Occupational Health & Safety

As its main objective, the Occupational Health & Safety Act promotes and improves standards for occupational health and welfare within the working environment.

Employee OH&S Responsibilities

The following are duties of each employee:

- a) To take reasonable care for their own safety and the safety of others affected by their acts,
- b) To cooperate with their employer in relation to any action taken to comply with the OH&S Act,
- c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety,
- d) Not wilfully place at risk the health and safety of any person at the workplace.

14. Work Location and duration

- Albacutya Gypsum Pit, Albacutya, Vic.
- 3-6 Months Casual Work (duration to be determined by project progress & completion)

ACCEPTANCE

I, _____, declare that I have read and understood the conditions of my position detailed above and accept them fully.

Signature: _____

Date: / /