



QUARRY MANAGER

Reports To: Manager - Quarry Mining/ Environmental, Health and Safety

Supervisor To: Assigned Mining Personnel

POSITION PURPOSE:

The *Quarry Manager* will be directly responsible for the control, management, direction, and efficient operations of EMBD's quarry to be identified by EMBD as required under the Minerals Act, Chapter 61:03 in force for the time being and which includes any amendments, Orders or Regulations made thereunder ("**the Minerals Act**") and all related laws and Regulations, as well as its relationship with communities and other stakeholders within proximity of the organisation's quarry operations.

The incumbent will also provide supervision and coordination to all personnel assigned to the position and administrative requirements of the operations.

DUTIES AND RESPONSIBILITIES:

1. Ensures that a copy of the management structure of the quarry is posted in an area accessible to every employee.
2. Defines the extent of the authority and the duties of the persons in the management structure.
3. Maintains a record of all employees working within the quarry.
4. Maintains a record of all persons visiting the quarry.
5. Maintains a daily record or logbook, to be left at the quarry, of all motor vehicles and equipment operating in, entering and exiting the quarry.
6. Oversees and implements the rehabilitation plan for the quarry.
7. Inspects the quarry and shall be responsible for the safety of the equipment used by all employees.
8. Records in a logbook all potential hazards reported or observed at the quarry.
9. Certifies the logbook whether it is safe to start up mining operations for the respective day.
10. Oversees the mining activities at the sandpit in a safe and productive manner to achieve production goals consistent with quality and environmental requirements.
11. Assures deliveries are made in a safe manner, on time and meet quality and environmental requirements. Specific activities include:
 - Mine excavation, haulage, product load-out, handling waste
 - Sandpit maintenance
12. Executes directives and plans assigned by the Quarry Mining/EHS Manager.
13. Supervises assigned personnel which includes handling and resolving daily issues, concerns, grievances, monitoring their job performance and attendance.
14. Monitors and reviews production programs and progress against set targets to ensure on-time delivery.
15. Maintains and provide efficient stock-pile to supply customers' requirement.
16. Closely monitors all areas, including administrative functions of the quarry to ensure safe and effective operations.
17. Oversees the work of the contractors and ensures that their operations are executed in line with all relevant legislation and regulations.
18. Prepares regular reports; daily, monthly, quarterly and annual reports particularly those required under the Minerals Act and Mining Licence.

19. Conducts random checks on various aspects of the operations to ensure the integrity of the personnel and processes.
20. Reviews the operations processes and make recommendations for improvements and overseeing the implementation of same.
21. Keeps up to date with relevant government legislation and industry developments relevant to quarry operations.
22. Collaborates with the EHS Representatives to identify and report on all actual and potential hazards within the quarry, taking reasonable steps to implement procedures to eliminate or mitigate the hazard(s).
23. Ensures all duties for Quarry Manager as outlined in the Minerals Act, the Mining Licence and all other relevant documents are satisfactorily completed especially within any stated timelines.
24. Adhere to the Minerals Act and the terms and conditions of the Mining Licence and ensure same are adhered to by all on the quarry including but not limited to all employees, contractors, customers and visitors.
25. Performs other related duties as may be assigned by the Quarry/EHS Manager.

REQUIRED KNOWLEDGE AND SKILLS:

- Trustworthy
- Team oriented
- Excellent interpersonal and problem solving skills.
- Excellent communication skills.
- Computer Literate
- Knowledge of mining operations.
- Sound knowledge of Environmental, Health and Safety.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Recognized degree in a Science or Engineering field related to the extractive industries.
- At least three (3) years of Quarry Management experience or a combination of training and experience in the field.
- At least three (3) years' leadership experience in the Quarry environment.
- Knowledge of EHS laws and regulations governing the quarry environment will be an asset.

Interested parties are asked to submit applications for the above contract position to:

**Human Resource Manager
Estate Management and Business Development Company Limited (EMBD)
P.O. Bag 326
Couva Post Office
Or**

Email Address: applications@embdtt.org

Deadline for submission of applications is October 31st, 2020.