

# POSITION DESCRIPTION

**TITLE:** Coal and Ash Operator

**DEPARTMENT:** Station

**ORGANISATION**; GDF SUEZ Hazelwood

**DATE:** October 2014

JOB HOLDER: Various

MANAGER: Coal and Ash Leading Hand

## INTRODUCTION

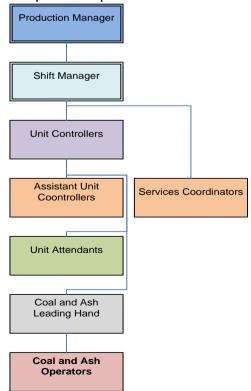
This Position Description describes all the important features of the job that will, in particular, enable the specific objectives of the organisation to be achieved. The attributes of a person able to perform this job are described in the Position Requirements and Key Selection Criteria.

### 1. Job Purpose

The Coal and Ash Operator will optimise plant operation in a safe and efficient manner for the conveyance of coal to Hazelwood internal bunkers and the recirculation of ash water system and associated plant

## 2. Reporting Structure

The Coal and Ash Operator reports to the Coal and Ash Leading Hand



## 3. Dimensions and Authority

Refer to Delegation of Authority Policy (Paradigm)

CAPEX Budget NilOPEX Budget NilPeople Management Nil

## 4. Relationships

The Coal and Ash Operator must maintain effective and ongoing relationships with a variety of internal and external stakeholders including, but not limited to the following:

#### Internal:

- Production Manager
- Shift Managers
- Operations Engineers
- Shift Liaison Officer
- Unit Controllers
- Assistant Unit Controllers
- Services Coordinators/AUC Generals
- Unit Attendants
- Day Cleaners
- Alliance Partners Maintenance Workforce
- Health & Safety Manager, Officers and Health & Wellbeing Coordinator
- Human Resources Personnel
- Payroll and Work Cover Officers

#### External:

Nil

### 5. Core Business Values

GDF SUEZ works to a set of core business values. These values are applied on a global scale and it expected that all GDF SUEZ employees demonstrate behaviour consistent with the core business values.

**Drive** We continually drive for the highest operational and financial

performance through innovation, efficiency, and financial discipline on

behalf of all our stakeholders.

**Commitment** We commit to the highest standards of safety in everything we do, we

reconcile the Group's development of essential services with respect for the individual and for the planet and continually act with transparency

and integrity.

**Daring** We dare to live in the present with optimism and to build for the future

with ambition, creativity and an entrepreneurial mindset.

**Cohesion** We mobilise all our strengths in a spirit of teamwork and values-driven

behaviour to share best practice, learn from each other and create a

sustainable energy business.

### 6. Leadership Style

The Leadership Style guide was developed with the goal of achieving consistent leadership. Individuals must be willing to acquire and actively demonstrate their commitment to these leadership styles. Integral to the Leadership Style guide is the need to:

- Behave with Integrity
- Provide Clear Direction
- Create an Environment for Success
- Promote Creativity and Innovation
- Develop Competent, Caring and Confident People
- Recognise and Respect Other People's Contributions

## 7. Key Accountabilities

The goals and work activities listed are intended to describe the essential functions of persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

#### General

## Coal Plant Operator

- Ensure compliance with relevant health & safety acts, regulations, policies and procedures.
- Respond to emergencies in accordance with established policies and procedures.
- Participate in risk assessments and JSA's.
- Clean plant under their control from the Slot Bunkers to the Bunker Floor (BDW to Shuttle).
- Receive plant access permits for agreed maintenance functions.
- Under the direction of Services Coordinator General, operate/inspect/monitor/fault-find and clean plant under their control (BDW to Shuttle).
- Maintain coal and briquette supply.
- Operate mobile plant.
- Participate in biomass trials.
- Ensure operational activities are undertaken and compliant with current procedures.
- Validate and assist in ensuring currency of procedure.
- Participate in planning meetings as required.
- Ensure coal plant operational activities are in accordance with all environmental policies, procedures and statutory requirements.
- Coach and mentor coal plant employees to maximise the development of individuals.
- Ensure maintenance defects are in the system.
- Perform agreed minor maintenance.
- Initiate shear-pin and skirting rubber replacement.
- Ensure accurate and timely communication to all operational personnel, management/supervision and service providers.

### Ash Plant Operator

- Ensure compliance with relevant health & safety acts, regulations, policies and procedures.
- Respond to emergencies in accordance with established policies and procedures.
- Participate in risk assessments and JSA's.
- Receive confined space access permit for sluiceway (Advanced Ash Operators)
- Receive plant access permits for agreed maintenance functions.
- Clean plant under their control from the Bunker Floor to the Ash Plant discharge.
- Under the direction of Duty Unit Controller/Assistant Unit Controller, operate/inspect/monitor/fault find and clean plant under their control (Shuttle to Junction Box).

- Maintain coal and briquette supply.
- Operate mobile plant.
- Ensure ash/dust removal
- Operate the ash thickening plant and carbonation plant, as required (Advanced Ash Operator)
- Ensure operational activities are undertaken compliant with current procedures.
- Validate and assist in ensuring currency of procedure.
- Participate in planning meetings as required.
- Ensure ash/dust plant operational activities are in accordance with all environmental policies, procedures and statutory requirements.
- Coach and mentor coal plant employees to maximise the development of individuals.
- Ensure maintenance defects are in the system.
- Perform agreed minor maintenance.
- Initiate shear-pin and skirting rubber replacement.
- Cleaning of sluice jets and filters
- Ensure accurate and timely communication to all operational personnel, management/supervision and service providers.

## Safety

- Achieve a "safe place of work" and "safe systems of work" through the demonstration of safe work behaviours
- Participate in and actively contribute to regular Toolbox meetings as part of GDF SUEZ Hazelwood's ongoing improvement program in workplace Health and Safety
- Responsible for the safe condition of personnel, plant and equipment under their control
- Take reasonable steps to prevent and deal effectively with any occurrences of discrimination, bullying or harassment in the workplace in a prompt and confidential manner

## 8. Physical Demands

- The appointee must be fit and is required to work at heights, within confined spaces and in areas of high concentrates of coal or overburden, dust and/or high/low temperatures in accordance with requirements and company policies.
- The position has a 2x12 hour shift working arrangement and incumbents must be prepared to work under the conditions of the Hazelwood Power Workplace Agreement
- Applicants must be prepared to work in other areas of the business.
- Applicants must be prepared to carry out work as part of a team and undertake training and perform leadership functions for the team and others when required.

### 9. Qualifications

#### Essential

- A Victorian Drivers Licence, which is essential to carry out the duties. Continued employment in the position depends on retention of the Drivers Licence.
- Demonstrated ability to work at heights, in confined spaces and in all types of climatic conditions from extremes in heat, to cold and wet.

### Desirable

- Experience in Heavy Industry or Construction.
- Experience as a Plant Operator or Trades Person.
- Bobcat, front-end loader and B class licences or the ability to acquire them.

## 10. Key Selection Criteria

- Demonstrated ability to learn, with a strong continuous focus on self-progression
- Commitment to Health and Safety regulations and safe systems of work
- Strong proven analytical and problem solving skills
- Excellent written, verbal and information technology skills
- Demonstrated ability to contribute effectively in a small team
- Be self-motivated, possess an excellent work ethic and have the flexibility to work under pressure to meet deadlines and business objectives