

Operations Manager

Role and Responsibilities

Your role is to co-ordinate and supervise the work site and ensure all works are carried out in a safe and timely manner. Your duties include:

- Organising & rostering staff and work crews
- Quoting of works in consultation with Director
- Ordering supplies including but not limited to pipe and drill product
- Organising vehicle servicing and registration inspections
- Active participation in toolbox and safety meetings including review of SWMS and JSEA.
- Ensure all pre-work checks and service locating has been completed
- Supervise directional drilling works in accordance with all regulations and policies
- Order and collate DBYD & construction plans & complete works as per design
- Be responsible for keeping Company vehicles clean and maintained
- Complete daily paperwork and report to Director including capturing photos of work and ensuring all work has been captured for invoicing

Due to the nature of the work, safety is the number one priority at all times. You must agree to:

1. Wear required PPE at all times
2. Understand you have a duty of care to yourself, your work mates and the public and take all due care to ensure the safety of all personnel.
3. Adhere to Opensore policies and procedures and familiarize yourself with the Opensore Management System
4. NEVER attend work under the influence of alcohol or drugs.

Qualifications and Education Requirements

- Opensore Induction
- White Card
- HLTAID003 First Aid and CPR
- Asbestos Awareness
- HC Driver's license
- RIIMPO320D Conduct civil construction excavation operations
- RIINHB323D Conduct horizontal directional drilling
- **RIICCM202D** – Identify, locate and protect underground services

Preferred Skills

- Rail Industry Worker
- Confined Space Awareness
- RIIWHS201D & RIIWHS205D - Traffic control
- DBYD Certified Locator
- Project Management Certification

Additional Notes

Must pass a Category 3 medical assessment and be declared fit for work

Drug and alcohol testing may be performed randomly by both clients and Opensore

- Additional training is available and will be carried out at Opensore's expense