

**FOREMAN TRACKLESS  
GRADE: CU**

**INTERNAL  
CLOSING DATE: 30/11/2021**

**REPORTS TO:  
GES TRACKLESS**

## PURPOSE OF THE JOB

- Assist the Trackless: GES and deliver quality work output in the day-to-day work activities within the relevant policies, procedures and legislation.

## MINIMUM QUALIFICATIONS

- Grade 12/N3
- Valid Trade Certificate Section 13/26D

## MINIMUM EXPERIENCE

- Minimum of 3 years' experience as a *Chargehand*;
- Previous experience in a Trackless environment would be an advantage

## COMPETENCIES & REQUIREMENTS

- Computer literacy (MS Office & Windows)
- Good communication *and organising skills*
- Valid Driver's Licence  
Supervisor Training/ Certificate

## JOB RESPONSIBILITIES

- Ensure that all capital projects in are scheduled and executed within in the time frame given.
- Ensure that maintenance and breakdowns are prioritise and attended to and reported to control.
- Annalise all break downs and put controls in place to prevent reoccurrences.
- Continuous improvement initiatives.
- Supervise contractors labour, equipment and ensure that contractors packs are up to date.
- Assist subordinates with major breakdowns
- Ensure that all job cards and works orders are closed out properly and handed to the maintenance planner.
- Over inspections to be done randomly on all subordinates and PTO'S to be conducted regularly.
- Control Budget allocated to section per shift and or maintenance category and ensure that cost saving initiative is also adhered to.
- Ensure that hand over notes and risk assessments are done daily.
- Ensure that subordinates have the correct tools and equipment available to perform their duties.
- Investigate all damages to mine equipment and compile a report.
- Report to Control Room and scrutinise all down time and ensure that bookings are correct and accurate.
- Managing of Safety Systems.
- Ensure that mine health and safety act and all standards and procedures are adhered to and communicate effectively to all subordinates around this.
- Compile and submit all required paperwork and reports
- Ensure that all maintenance related spares and equipment are made available and on stock if required. Work closely with procurement department to ensure this is done.
- Plan, organize and manage labour (Leave schedules overtime management, recruitment, training and succession planning.)
- Manage spares, equipment and routable process and ensure that all old major components are properly tagged and available at the lay down area in order for the components to go for repair. Proper RCA is done on all components.
- Ensure that all critical spares are managed and available.

## TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process.

Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:

[recruitmentMD@trp.co.za](mailto:recruitmentMD@trp.co.za)

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

### POPIA Disclaimer:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

