

HIGGINS[®]

CONCRETE

Higgins is a family-owned business with a team of 120+ who provide concrete for our clients across the lower North Island and Nelson via 13 plants and 85+ concrete trucks.

To find out more about us and opportunities to join the Higgins Concrete team go to:

www.higginsconcrete.co.nz

We provide great opportunities for young adults to be paid to learn on the job, as well as achieve National qualifications.

Concrete Cadet

- This 3-year programme trains you to effectively drive a Concrete truck, first gaining your Class 2 licence, then moving on to your Class 4. After gaining these skills, you will train to become a Concrete Technician whilst completing a Concrete Technician's training course and the NZ Certificate in Concrete Production. Finally, you will train in all aspects of concrete batching and production. On successful completion of the Cadetship you will be placed at Higgins Concrete.

Driver Academy

- This 7-month programme supports you to achieve both your Class 2 and Class 4 heavy truck licences. You will also have a chance to gain additional endorsements and develop a strong understanding of Health & Safety in the workplace.

Concrete Cadet

Soft Skills

Good communication skills
 Willingness to learn
 Can-do attitude
 Able to follow instructions
 Interest in construction industry/ heavy vehicles

Teamwork & work independently
 Customer service skills
 Reliable
 Punctual

Show initiative
 Relationship building skills
 Strong communication skills
 Problem solving skills
 Strong customer service skills



★ Pre-employment ★ Mid level
 ★ Entry level

Technical Skills

Able to pass drug & alcohol test
 Fit & Healthy
 Able to pass pre-employment health check
 Literacy & numeracy skills
 Full Driver's Licence

Record keeping skills
 Health & Safety conscious
 Spatial awareness/Coordinated
 Class 2 Licence
 Begin National Certificate in Concrete Production (L3)

Planning skills
 Good computer skills
 Prioritisation skills
 Strong Health & Safety skills
 Class 4 Licence
 National Certificate in Concrete Production (L3)

Development

(3-year programme)

Year 1 (truck driving focus)
 - Progress to achieve Class 2 Licence
 - One-to-one training to become competent to drive concrete truck w/o supervision
Competency assessment 1
 - 6 months solo experience delivering concrete as required
 - Prepare for Class 4 test
Competency assessment 2
 - Achieve Class 4 Licence
 - Drive Class 4 concrete truck
Competency assessment 3
 If passed - Graduation certificate + pay increase

Year 2 (concrete technician focus)
 - On-job training in all aspects of concrete testing
 - Start BCITO National Certificate in Concrete Production (L3)
3- and 6-month assessments of development (more if required)
 If passed – Graduation certificate + pay increase

Year 3 (concrete batcher focus)
 - On-job training in all aspects of concrete batching & production
 - Continue & complete BCITO course
3- and 6-month assessments of development (more if required)
 On successful completion of assessments & BCITO course – Graduation certificate & cadetship completed, placement at Higgins Concrete, additional 12-month commitment of employment

Concrete Technician

Soft Skills

Attention to detail
Good communication skills
Reliable
Able to follow instructions
Responsible
Willingness to learn
Positive attitude
Good time management

Teamwork & work independently
Customer Service skills
Enthusiastic
Punctual
Practical
Accurate

Show initiative
Relationship building skills
Strong customer service skills
Able to work unsupervised
Strong communication skills
Problem solving skills



★ Pre-employment

★ Mid level

★ Entry level

Technical Skills

Able to pass drug & alcohol test
Computer skills
Fit & Healthy
Able to pass pre-employment health check
Literacy & numeracy skills
Full Driver's Licence

Planning skills
Organisational skills
Record keeping skills
Accurate data entry
Health & Safety conscious
Good computer skills
Able to maintain confidentiality
Follow policy & procedures
National Certificate in Concrete Production (L3)
Concrete NZ Technicians Course

Strong planning skills
Strong computer skills
Reporting & documentation
Prioritisation skills
Risk analysis
Strong Health & Safety adherence
Process monitoring & improvement
Compliance

Concrete Batcher/Despatcher

Soft Skills

Attention to detail
Good communication skills
Reliable
Able to follow instructions
Responsible
Willingness to learn
Positive attitude
Good time management

Teamwork & work independently
Customer Service skills
Enthusiastic
Punctual
Flexible in work hours

Show initiative
Relationship building skills
Able to work unsupervised
Strong communication skills
Problem solving skills
Strong customer service skills
Able to make decisions under pressure



★ Pre-employment

★ Mid level

★ Entry level

Technical Skills

Able to pass drug & alcohol test
Computer skills
Fit & Healthy
Organisational skills
Able to pass pre-employment health check
Literacy & numeracy skills

Planning skills
Record keeping skills
Health & Safety conscious
Ordering
National Certificate in Concrete Production (L3)
Concrete NZ Technicians Course

Strong planning skills
Strong computer skills
Prioritisation skills
Coordinate production & delivery
Ensure policy & procedures are followed
Strong Health & Safety compliance
Risk analysis
Ensure quality standards
Issue resolution
Contribute to annual planning
Site visits & inspection

Driver Trainee (pre-requisite Class 4 licence)

Soft Skills

Good communication skills
Willingness to learn
Can-do attitude
Able to follow instructions
Interest in construction industry/ heavy vehicles

Teamwork & work independently
Customer service skills
Reliable
Punctual



★ Pre-employment

★ Entry level

Technical Skills

Able to pass drug & alcohol test
Fit & Healthy
Able to pass pre-employment health check
Literacy & numeracy skills
Class 2-4 Full Licence

Record keeping skills
Health & Safety conscious
Spatial awareness/Coordinated

Development

(12-week programme)

Week 1

- Induction (site and truck), PPE issued
- Time in the truck observing, progress to starting to drive concrete truck, then becoming comfortable to drive empty truck
- Time in truck observing truck being loaded for concrete delivery, then practice driving truck under plant and being loaded under guidance

Competency assessment 1

Weeks 2/3

- Assigned a buddy, taught day-to-day operations/responsibilities
- Move to driving and operating concrete truck under supervision of buddy, then becoming competent solo

Week 4

Competency assessment 2

If passed – wage rate increased

Weeks 5-8

- 4 weeks solo delivering concrete to site as required

Competency assessment 3

Weeks 9-12

- 4 weeks solo delivering concrete to site as required
- Additional full induction to Health & Safety, site hazards, golden rules

Final Competency assessment

If passed – wage rate increased (backpaid to date)
Trainee passed assessment 3 – paid in 2 lump sums)

Concrete Truck Driver/Loader Operator

Soft Skills

Attention to detail
 Good communication skills
 Reliable
 Able to follow instructions
 Responsible
 Willingness to learn
 Positive attitude
 Good time management

Teamwork & work independently
 Customer Service skills
 Enthusiastic
 Punctual
 Flexible in work hours
 Efficient

Show initiative
 Strong relationship building skills
 Able to work unsupervised
 Strong communication skills
 Problem solving skills
 Strong customer service skills
 Able to make decisions under pressure



★ Pre-employment

★ Mid level

★ Entry level

Technical Skills

Able to pass drug & alcohol test
 Fit & Healthy
 Able to pass pre-employment health check
 Literacy & numeracy skills
 Organisational skills

Planning skills
 Record keeping skills
 Health & Safety conscious
 Class 2-5 Licence as required
 National Certificate in Concrete Production (L3)
 Concrete NZ Technicians Course
 Keep vehicles clean and well maintained

Prioritisation skills
 Ensure policy & procedures are followed
 Strong Health & Safety compliance on and offsite
 Risk identification
 Look for business opportunities
 Ensure quality standards
 Process/continuous improvement
 Follow environmental policies