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



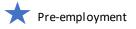
Soft Skills

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











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







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



HIGGINS.

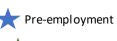
Soft Skills

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







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**





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

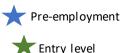
Soft Skills

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







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