

# ANDROMEDA INDUSTRIES

**The mission of this Division –**

**POSITION DESCRIPTION**

**Position Title -** Rubber Belt Production Operator

February 2026

**Division -** Reusables

**Section -** All sections of the Division

**This position reports to –** Reusable Division Manager

**The objective of this position –** to assist in the production and warehousing of Re-purposed and New Rubber Belt.

Essential Criteria:	Desirable Criteria:
<ul style="list-style-type: none"> <li>- Valid Drivers' Licence (P1 Acceptable)</li> <li>- Valid Forklift Licence</li> <li>- Completion of Year 10 (or equivalent)</li> <li>- Strong written and verbal English communication skills</li> <li>- Ability to perform physical, hands-on work</li> <li>- Good attention to detail and time management</li> </ul>	<ul style="list-style-type: none"> <li>- First Aid Certificate</li> <li>- Experience with M1 program</li> </ul>

**The products of this Division –**

- Splitbelt
- Holeybelt
- Blasting Mats
- Standard new belts
- Envirobelt
- Staytight Wire

**Responsibilities**

- Assist with the production of the products of the Division
- Assist with the loading and unloading of trucks
- Prepares orders by processing requests ,arranging the packaging and despatch of goods
- Operation of the various wheel loaders and tractors as used in the processes
- Operate forklift with care and with awareness to people and environment around machine and hold a valid forklift certificate
- Maintain a tidy work yard, with all short ends sorted and rubbish removed promptly
- Keep accurate records of stock
- Keep the concept of time and profits always in mind when performing the yard work, remembering that minimal handling means minimum costs.

Other Duties/Tasks -

- Immediate classification into shorts 1 or shorts 2 or the freebies area.
- Put aside suitable materials for use in Blasting Mats as they become available
- Demonstrate commitment to all safety standards at all times
- Take care of the tools and equipment
- Report wear and tear or any damage to equipment that may occur during use
- Help maintain the Pallet Stack in a tidy and organised condition
- Work cooperatively with team members and supervisors
- Notify the Division Manager when the packaging materials are in need of replacement

- Assist other Divisions as the need arises

**This position is authorised to**

- Utilise the machines in production processes
- Seek repairs and maintenance on the machines
- Advise management of new ideas to improve processes

**This position is not authorised to**

- Change machines or process systems
- Alter or modify any tools
- Change production procedures without consultation with Manager.
- Purchase tools or equipment
- Change the established stock handling procedure

**Performance review procedure –**

- Reviews will be carried out by every twelve months, or sooner if required by the Manager
- Probation period of 3 months

**Form of employment – Full Time – 38 hour week**

**Remuneration: Negotiated rate of pay, based on qualifications and capability relevant to the position.**

**Pay rate: \$28.00 - \$31.00 per hour**

**Notes:** This position description is not all inclusive; there will be other things arise in time. The working conditions are mostly outside, were it can sometime be very hot or very cold.