# 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**



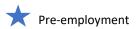
### Soft Skills

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
Class 1 Full Licence

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

Planning skills
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**



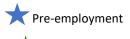
### Soft Skills

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 Well organised

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





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 Class 1 Licence

Planning 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

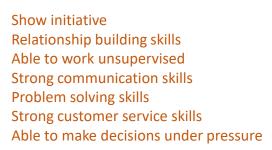


# HIGGINS CONCRETE

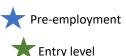
### Soft Skills

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

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









### **Technical Skills**

Able to pass drug & alcohol test Computer skills Fit & Healthy 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



### 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

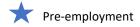
- 4 weeks solo delivering concrete to site as required Competency assessment 3

### 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**

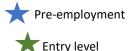
### Soft Skills

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

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

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