

# SOUTHERN MILK TRANSPORT LIMITED

## INDIVIDUAL EMPLOYMENT AGREEMENT

### SCHEDULE B

#### POSITION DESCRIPTION

**Position:** Heavy Commercial Vehicle Operator  
**Responsible to:** Shift Supervisor  
**Purpose:** To safely and efficiently transport goods in a manner that does not affect product quality.

| Key Tasks   | Performance Standard  |
|---|---|
| To operate heavy commercial vehicles safely, efficiently and consistently | <ul style="list-style-type: none"><li>• Ensure pre start check is done prior to departure, and post check is done at end of shift – record any defects as required.</li><li>• Report any unresolved defects to the Shift Supervisor.</li><li>• Understand and comply with vehicle permit requirements.</li><li>• Drive to the conditions.</li><li>• Adhere to NZ road code.</li><li>• Adhere to all speed limits, including farm, public and private road limits.</li><li>• Understand and comply with all policies and rules relevant to supplier and customer sites including Ports and OCD factories.</li><li>• Contact Shift Supervisor if any problems arise.</li><li>• Leave customer sites as you find them.</li><li>• Maintain truck cleanliness to a high standard.</li><li>• Check in with supervisor at end of shift, before you go home.</li></ul>  |
| To maintain communication with Shift Supervisor                           | <ul style="list-style-type: none"><li>• To maintain effective communication with shift supervisors/managers.</li></ul>  |
| To adhere to all relevant Standard Operating Procedures                   | <ul style="list-style-type: none"><li>• To adhere to all relevant Standard Operating Procedures.</li><li>• To follow all Southern Milk Transport Rules and Policies.</li></ul>  |
| Adhere to all Health and Safety Policies and Procedures                   | <ul style="list-style-type: none"><li>• Understand and meet obligations as required of the Health and Safety Legislation.</li><li>• Read, understand and adhere to all Health and Safety Policies and Procedures contained in the Southern Milk Transport Limited Health and Safety Management Plan.</li><li>• Understand and meet all site specific induction and health and safety requirements of customer or supplier sites, including holding and maintaining relevant site entry approval and completing relevant sign in and out processes.</li><li>• Ensure all hazards are identified and reported so they can be recorded on the hazard register. Ensure all hazard controls are maintained and adhered to.</li><li>• Ensure all incidents, near misses, accidents, injuries and serious harm incidents are reported in the timeframe required and following the policies and procedures outlined in the Southern Milk Transport Limited health and safety management plan.</li><li>• Ensure all emergency procedures are understood and adhered to.</li><li>• Report any concerns with your own training and knowledge, and in relation to the training or induction of new employees to the shift supervisor.</li></ul> |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Understand and adhere to the bullying and harassment policies and procedures .</li> <li>• Understand and adhere to the Drug and Alcohol Policies and procedures located in the Southern Milk Transport Limited Health and Safety Management Plan.</li> <li>• Understand and comply with all rules relating to smoking, seatbelt use and the use of mobile phones, noting the zero tolerance approach to smoking in vehicles, not wearing a seatbelt and mobile phone use while driving without Bluetooth.</li> <li>• Ensure the use of all appropriate personal protective equipment to carry out duties safely and effectively on a daily basis, request replacement PPE from the Shift Supervisor.</li> <li>• Attend and contribute to health and safety “team talk” meetings.</li> </ul> |
| To complete any other assignments, projects or responsibilities delegated or assigned by the shift supervisor | <ul style="list-style-type: none"> <li>• Ensure all other tasks, projects, assignments or responsibilities delegated or assigned by the shift supervisor are completed accurately professionally and in a timely manner.</li> </ul>  |
| Team responsibilities   | <ul style="list-style-type: none"> <li>• Effectively communicate with Shift Supervisors as required.</li> <li>• Act as an effective team member, including communicating respectfully and effectively with the entire team.</li> <li>• Help to create a fun, supportive environment to work in.</li> <li>• Contribute to the team, letting others know information that may be useful or important.</li> </ul>   |

## Person Specifications

### 1. Core Competencies

| <b>Competency</b>                       | <b>Definition</b>   |
|---|---|
| Communication                           | <ul style="list-style-type: none"> <li>• Communicates clearly, calmly and courteously on the phone and face to face, in particular, in dealing with emergency situations.</li> <li>• Expresses ideas clearly and professionally in all written communications.</li> <li>• Expressing ideas effectively in individual and group situations (including non-verbal communication).</li> <li>• Adjusting language or terminology to the characteristics and needs of the audience.</li> </ul> |
| Customer Service Orientation            | <ul style="list-style-type: none"> <li>• Attentive and discreet.</li> <li>• Proactively developing customer relationships by making efforts to listen and understand customers (both internal and external).</li> </ul>   |
| Integrity                               | <ul style="list-style-type: none"> <li>• Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.</li> </ul>   |
| Practical Learning                      | <ul style="list-style-type: none"> <li>• Assimilating and applying, in a timely manner, new job related information that may vary in complexity.</li> </ul>   |
| Quality Orientation/Attention to detail | <ul style="list-style-type: none"> <li>• Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintain watchfulness over a period of time.</li> </ul>  |
| Teamwork/Collaboration                  | <ul style="list-style-type: none"> <li>• Working effectively with the team/work group or those outside formal line authority (eg. Peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.</li> </ul>  |

|                                  |   |
|----------------------------------|---|
| Technical/Professional Knowledge | <ul style="list-style-type: none"> <li>Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise.</li> </ul>  |
| Work Standards                   | <ul style="list-style-type: none"> <li>Setting high goals or standards of performance for self, subordinates, others and the organisation, being dissatisfied with average performance, self-imposing standards of excellence rather than standards imposed by others.</li> </ul> |

## 2. Qualification

- Currently hold and maintain a full, clean Class 5 licence.

## 3. Experience

- Experience driving truck and trailer unit.
- Experience driving tankers is an advantage.
- Experience in providing high levels of customer service.
- Excellent written and verbal communication skills.
- Excellent time management and planning skills.
- A professional disposition.
- Attention to detail .

### Agreed by:

Job Holder's signature \_\_\_\_\_

Operations Manager Signature \_\_\_\_\_

Date \_\_\_\_\_