Position Description

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| **Position** | Transport Operations Manager |
| **Report to** | Plant & Logistics Manager |
| **Direct Reports** | Nil |
| **Business Unit** | Plant and Logistics |
| **Location** | Milton |

# Position scope and purpose

To manage all logistics operations for Calder Stewart which includes, Trucks and Trailers, distribution loading and schedules, enabling efficient and effective daily operations.

* Provide effective and efficient road delivery of goods, and equipment to any Calder Stewart work site, or business unit location as required.
* Utilise the trucks and trailers and staff to achieve the most efficient benefit to those resources.
* Maintain administration systems and processes that track actively and as required provide a management report on business unit operations.

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| key responsibilities | key results |
| Health, Safety & Environmental requirements are addressed in all operations and project planning. | * All work is carried out in a safe manner and in accordance with company HSE policies. * Throughout the workday HSE practice is observed and action taken if practices are unsafe. * Effectively contributes to the implementation of HSE policies and procedures. * Complies with HSE policies, procedures and guidelines. * Reports all H&S and Environmental risks and incidents. * Completes HSE Risk Identification and Assessments. * Participates and engage with the organisation’s Management System. * Collaborates and implement Improvement suggestions in your area of responsibility. * Participates in emergency response training and practice drills. * Participates in HSE Meeting where required. * Participates in Staff Meetings if requested. * Uses authority to stop any unsafe act. |
| Ensure that goods are delivered on time, to the correct  address and in good condition.  Utilise the trucks and trailers along with staff to achieve the most efficient benefit to those resources.  Maintain good communication with internal clients and  ensure delivery services meet the needs of clients.  Ensure staff receive the appropriate training.  Manage a small team of permanent and casual drivers  Provide support, coaching and develop team skills and  knowledge.  Provide professional expertise and advice.  Maintain information and tracking systems for the  pickup and delivery of goods carried along with  delivery dockets.  Ensure effective management overseeing deliveries to  the site.  Keep the Plant and Logistics Manager informed of  activities and any problems/issues as they arise. | * Goods are delivered within expected timeframes. * Transport operations are dedicated to safety and quality assurance. * Day-to-day operational activity is appropriate, timely and cost-effective. * Truck and Trailer usage is efficient in achieving maximum load opportunities. * Trucks and Trailers are appropriately maintained ensuring they are operating to maximum efficiency. * Plan, update and communicate the Good Trucking plan. * Assist with the loading & unloading of trucks on occasions . * Ensuring all efforts are made to back fill returning Truck movements. * Continual communication required with customers and sites, clearly communicating and planning when trucks are arriving to set locations. * A high level of professionalism and conduct is demonstrated. * Customer relationships are effective and maintained. * Liaise with Key stakeholders (Construction, Steel,   Precast, Plant and Logistics and ReoXpress) on a  regular basis.   * Problems are resolved promptly, and advice is   sought as necessary.   * All staff are trained, coached and work is checked   towards continual improvement in their skills and  knowledge.   * All staff training is up to date. * Drivers are kept informed and operating as a cohesive team. * Jointly responsible for employing new staff as required. * Assist staff with day to day activities when required. * A culture of continual improvement is promoted. * Information and tracking systems are effective and   maintained.   * Systems, processes, and communication are   effective and efficient.   * A high level of service is provided to all stakeholders. * Delivery deadlines are met. * Truck and trailers are utilised with a high level of safety awareness. * Process Improvement strategies are identified. * Plant and Logistics Manager is made aware of any issues in a timely manner. |

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to

Time.

## key Relationships

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| Internal | External |
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| * Plant & Logistics Manager. * Business unit Managers. * Administrators. * Project Managers. * Site Managers/ Foreman. * Plant & Logistics Team. * Operational Support Staff. * Forestry. | * Regulatory authorities. * Suppliers. * Delivery Companies. * Sub-Contractors. |
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# Person Specifications

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| Essential | Desirable |
| * Extensive experience in distribution management. * Proven organisational and time management skills and the ability to prioritise work effectively. * Sound understanding of NZ transport regulations and permitting requirements. * High level of safety awareness. * Ability to plan and schedule. * Adaptable and flexible to the competing demands of the role. * Excellent communication skills, including the ability to communicate with a wide range of people. | * Knowledge of the construction industry and the products we transport is highly desirable. * Intermediate level of computer literacy required: Outlook, Microsoft Excel, Sharepoint (together with an interest in further developing computer skills). * Class 4 & 5 license. * F and OSH endorsement (forklift). * Tip truck knowledge. |
| * Customer orientation and a commitment to providing quality service. |  |
| * Ability to establish and maintain good working relationships. * Demonstrated capability in meeting and managing operational requirements. * Understanding of financials, including managing budgets, reporting against budgets/targets, and solid understanding of financial concepts. |  |
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