Position Description – schedule b

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| **Position** | Truck Driver – Class 5 |
| **Report to** | Transport Operations Manager |
| **Direct Reports** | Nil |
| **Business Unit** | Plant and Logistics |
| **Location** | Milton |

# Position scope and purpose

To be responsible for all deliveries ranging from gravel and rock to all manner of construction products and equipment nationwide. Product includes but not limited to: Raw/Fabricated steel, Concrete Panels, Timber and Mobile plant equipment.

Responsibilities also include, route planning, along with loading and handling requirements to ensure that products are delivered in an efficient, timely and professional manner.

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| key responsibilities | key results |
| Health, Safety & Environmental requirements are addressed in all operations and project planning.  Ensuring health and safety objectives, legal requirements and best practice are met for loads, deliveries, unloading and driving. | * 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 engages 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 electronic logbooks are operated and adhered to.  Ensure that products are handled safely to avoid any injuries or damage to goods.  Use of company vehicles in a professional, effective, and efficient manner.  To carryout daily vehicle inspections encompassing mechanical, safety and emergency equipment.  To Competently care for equipment ensuring truck is kept clean and well presented. | * All health and safety objectives, legal requirements and best practice are met for loads, deliveries, unloading and driving. * Electronic Logbook used correctly with minimal amendments. * All loading and unloading times are completed in an acceptable time frame. * All work is carried out in a safe working manner. * All Health and Safety precautions are undertaken to ensure personal, staff and customer safety. * All company vehicles are maintained and handled in a safe and professional manner. |
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## 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 and Logistics Manager. * Transport Operations Manager. * Logistics Administrator. * Maintenance Coordinators. | * Customer Suppliers. * Service agents. |
| * CSSSL Site Foremen / Supervisors. * CS Storemen. |  |

# Person Specifications

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| Essential | Desirable |
| * New Zealand Drivers Licence - Class Five. * Working knowledge of the Health & Safety at Work Act 2015. | * Knowledge of basic vehicle maintenance. |
| * Knowledge and experience carrying an extensive range of construction material, plant and equipment. * Experience in line haul cartage operating semi truck and trailers. | * Geographical knowledge of New Zealand. |
| * Experienced in the cartage of fragile goods. * Tip truck and Tipulator experience. * Solid understanding of securing a large variety of loads. |  |
| * Attention to detail. |  |
| * High level of communicative ability – both written and verbal. |  |
| * Strong interpersonal skills. * Self-motivated and driven. * A strong desire for success. * Work as part of a team. * Solid understanding of NZTA legislation and rules. * Sound knowledge of log book rules within NZ. |  |
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