



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Truck Driver</b>
<b>Reports to</b>	<b>Routine Manager</b>
<b>Direct Reports</b>	<b>N/A</b>
<b>Date</b>	<b>February 2018</b>

### Job Purpose

To perform various tasks within the operations division related to all aspects of capital and routine works including the transportation of various plant and equipment, delivery of materials and aggregates for construction of civil projects and roading infrastructure. Maintenance metaling, aggregate stockpiling, cartage of slip and drainage material.

To ensure all tasks are completed to the highest standard whilst also conducting the work in accordance with Company compliance and health and safety management systems.

To work closely with Project Supervisors, Site Supervisors and QRS staff members to deliver effective operations and the desired outcomes for QRS and their clients.

To keep the truck and associated equipment clean and tidy and in good working order and follow all applicable traffic laws.

To be part of the on-call roster for after-hours emergency response.

**RESPONSIBLE TO:** Project Supervisor

**RESPONSIBLE FOR:** N/A

<u>Key Responsibilities</u>	<u>Expected Outcomes</u>
Operation of truck	<ul style="list-style-type: none"> <li>• To carryout daily vehicle inspections encompassing mechanical, safety and emergency equipment</li> <li>• To ensure Road User Charges (RUC), Registration and COF are up to date</li> <li>• To complete logbook accurately and in a timely manner</li> <li>• To ensure truck is loaded appropriately and materials recorded correctly</li> <li>• To ensure all loads are secured appropriately</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure all loads comply with height, weight and width specifications</li> <li>• To travel within speed limits at all times having consideration for road conditions, other road users, weather, cargo, signage, and the environment</li> <li>• To drive in a courteous manner at all times</li> <li>• To report any traffic infringements immediately to your supervisor or manager</li> <li>• To report any incidents, damage or accidents immediately as per company requirements</li> <li>• To competently care for equipment ensuring truck is kept clean and well presented</li> </ul>
Road maintenance & Construction Activities	<ul style="list-style-type: none"> <li>• To actively participate in all areas of the business, including but not limited to: labouring; operation of plant; yard maintenance and site/contract administration</li> <li>• To ensure that there is a consistent high standard of workmanship with a particular focus on quality and productivity</li> <li>• To care for plant and equipment at all times, ensuring that they are regularly maintained and kept clean and tidy</li> <li>• To be flexible in the approach to work as the role is varied and is determined by the construction season and availability of work and therefore there is a requirement to work Saturdays, overtime and be part of the on call roster for after-hours emergency response</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• To ensure H&amp;S systems are in place, and complied with, to manage the safety of all employees, contractors and public in area of control, in accordance with H&amp;S compliance legislation and internal H&amp;S protocol.</li> <li>• Promote H&amp;S best practice, provide support and give advice within the area of control on the implementation of these systems, in accordance with H&amp;S compliance legislation and internal protocol.</li> <li>• To provide advice on the identification of health, safety and environmental risks, contribute to implementing a risk management process to ensure risk within area on control is mitigated and managed.</li> <li>• To ensure any required PPE is used at all times as required</li> <li>• To ensure all incidents and accidents are reported as to the appropriate person with the required timeframe</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• To ensure the Company's policies and procedures are followed at all times.</li> <li>• To ensure that quality standards are continuously improved with a focus on 'getting it right first time'</li> </ul>
Professionalism, teamwork and commitment	<ul style="list-style-type: none"> <li>• To deliver a customer centred approach in all aspects of the role ensuring the needs to individual customers are fully met</li> <li>• To take responsibility for all your activities at QRS</li> </ul>

	<ul style="list-style-type: none"> <li>• To complete assigned tasks to a high standard, in a practical time frame and in a cost effective manner</li> <li>• To maintain effective lines of communication with fellow QRS staff and supervisors and be a reliable team player</li> <li>• To ensure that all work undertaken is legibly recorded onto timesheets with all labour, plant and materials accounted for on a daily basis</li> <li>• To contribute to the overall development of the section and aim to provide a high-quality service</li> <li>• To take responsibility for the tasks as allocated by the Site Supervisor and Project Supervisor</li> <li>• To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position</li> <li>• To maintain confidentiality at all times in connection with any work carried out</li> <li>• To carry out any other duties appropriate to this position; as necessary or as reasonably requested in line with your capabilities</li> <li>• To actively engage in training requirements and mutually agreed training objectives as required for this position</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Other duties are performed as required in accordance with operational requirements</li> <li>• Reporting requirements are consistently met</li> <li>• Flexibility and willingness to perform a variety of tasks is demonstrated</li> <li>• Adherence with standards and procedures is maintained at all times</li> </ul>

### **PERSON SPECIFICATION**

**POSITION:** Truck Driver

Selection Criteria		Essential/Desirable E/D	Means of Assessment
<b>QUALIFICATIONS:</b>			
1.	Full Class 4 licence	E	A/C
2.	Full Class 5 licence	D	A/C
3.	Heavy vehicle (Class 2 and above) and Wheels Tracks Rollers licence endorsements	D	A/C
<b>EXPERIENCE:</b>			
1.	Relevant industry experience	D	A/I
2.	Able to competently operate truck and trailer combinations.	E	A/I
3.	Experience of health and safety within construction	E	A/I
4.	Experience of identifying health, safety and	D	A/I

	environmental risks		
<b>SKILLS/COMPETENCIES</b>			
1.	Knowledge of how to operate heavy trucks and machinery	E	A/I
2.	Ability to communicate in a clear and positive way at all levels	E	A/I
3.	Knowledge of civil and roading construction methods	D	A/I
4.	Knowledge of the different types of aggregates and their identification.	D	A/I
5.	Knowledge and understanding of health and safety and how to use this in the workplace	E	A/I
6.	Flexible in the approach to work tasks and a strong focus on high quality work output and attention to detail in all aspects of work	E	I
7.	Willingness to be a team player, participate and contribute to a changing team environment	E	I
8.	Ability to maintain stable performance and attitude in high pressure situations	E	I
<b>OTHER REQUIREMENTS</b>			
1.	To be suitability fit as the work undertaken is physically demanding	E	A/I
2.	Ability to be flexible in approach to hours worked and prepared to be on call if required	E	I
3.	Willing to take responsibility for own training and self-development	E	I

### **Means of Assessment**

- A Application Form or CV**
- I Interview**
- P Presentation**
- W Written Exercise**
- S Skills Test**
- C Production of Certificates**