

Position Description

Position title: Concrete Agitator Truck Driver	
Business group: ASQ Allstone Quarries	Department: ASQ Premix Concrete
Reports to: Concrete Plant Manager	Supervises: N/A

ASQ Premix Concrete supplies a range of concrete mixes to suit all commercial, industrial and domestic projects made to VicRoads and Australian standards. We offer a broad product range for small domestic jobs right through to large commercial projects, which are serviced by our concrete plants located in Bendigo and Newbridge

Position summary:

The Concrete Agitator Truck Driver is responsible for the safe and efficient loading, delivery and unloading of concrete to our customers, as well as maintaining the presentation of the truck and ancillary equipment.

This position may be full time, part time or casual.

Summary of key roles and responsibilities:

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Loading, unloading and delivery of concrete
- Maintain presentation of concrete agitator truck and ancillary equipment

Required skills and abilities:

- Safety-conscious
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Exceptional customer service skills
- Strong work ethic
- Highly motivated with a positive attitude
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work under pressure and meet deadlines/customer requirements
- Strong attention to detail
- Sound literacy, numeracy and IT skills
- Ability to work weekends and public holidays as required

Required experience, education and certifications:

- Experience in driving a concrete agitator truck
- Heavy Rigid or Heavy Combination Licence
- Work safely, or construction induction card (desirable)
- Loader and forklift licence (desirable)
- First Aid Training (desirable)

Key contacts

- Concrete Plant Manager
- Concrete Batcher
- Concrete sub-contractors
- Customers
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The Concrete Agitator Truck Driver is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
- Compliance with the CoR and National Heavy Vehicle regulations
- Attending prestart meetings
- Attending toolbox talks

2. Loading, delivery and unloading of concrete

The Concrete Agitator Truck Driver is responsible for the safe and efficient loading, delivery and unloading of concrete to our customers.

Responsibilities include, but are not limited to:

- Adhering to all operational, safety and environmental site requirements (within ASQ and external customer sites)
- Ensure loading, delivering and unloading is carried out as directed by the Concrete Plant Manager and according to standard procedures
- Providing a high level of customer service
- Maintain a clean and orderly workplace
- Maintain a professional standard of appearance
- Collection of money from customers on delivery and returned to the office
- Ensure all relevant documentation is completed and forwarded when required

3. Maintain presentation of concrete agitator truck and ancillary equipment

The Concrete Agitator Truck Driver is responsible for maintaining the presentation of the concrete agitator truck and all ancillary equipment.

Responsibilities include, but are not limited to:

- Asset management in OneHub (prestarts, faults, fuel entries etc.)
- Greasing and basic maintenance of truck and ancillary equipment
- Ensure trucks and equipment are washed and cleaned
- Assisting with yard duties and truck maintenance jobs as required