



Position Description

Position Title:	Concrete Agitator Truck Driver
Business Group:	ASQ Allstone Quarries
Department:	ASQ Premix Concrete
Reports to:	Concrete Premix Plant Manager
Classification:	Road Transport and Distribution Award 2020

Company Overview

ASQ Allstone Quarries is dedicated to supplying its customers with a diverse range of quality products, combined with outstanding service. Our quarry produces and supplies quality crushed rock and aggregate materials to Bendigo and the surrounding district. We maintain large stockpiles of our products and our sales team provides a fast and safe turnaround. We also offer a mobile crushing operation in addition to the fixed plant, which is located at Newbridge.

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 provision of effective customer service in the unloading and delivery of concrete, ensuring safe work practices at all times as well as maintaining the presentation of the truck and ancillary equipment.

Key Responsibilities

1. Ensure compliance with ASQ Workplace Health Safety and Environment (WHSE) Document Management System

The Concrete Agitator Truck Driver is responsible for complying with all ASQ policies and procedures and the ASQ (WHSE) Management System

- Attend tool box meetings

2. Provision of exceptional customer service

The Concrete Agitator Truck Driver is responsible for the provision of effective customer service in the delivery and unloading of concrete, ensuring safe work practices at all times.

- Ensure safety procedures are followed at all times, in all work areas, both within ASQ and off-site
- Ensure all communication from Concrete Manager is understood and followed
- Drives truck under loading hopper to receive sand, gravel, cement and water and start mixer
- At location manoeuvre truck to release concrete down the chute as advised by customer, ensuring safe practices at all times and customer satisfaction
- Communicate and consider fellow employees and contractors to ensure a safe and productive work environment
- Collection of money from customers on delivery and returned to office if required
- Ensure all required documentation is complete and forwarded at appropriate times

3. Maintain presentation of concrete agitator truck and ancillary equipment

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

- Daily prestart checklist, greasing and basic maintenance of truck and ancillary equipment
- Adhere to all Truck Driving laws and regulations
- Ensure trucks and equipment are washed and cleaned
- Assisting with yard duties and truck maintenance jobs

Key Selection Criteria

1. No experience required for Agitator Truck but must have previous Truck driving experience.
2. Sound understanding of chain of responsibility legislation

Education, Certification and Licences required:

3. Heavy Rigid or Heavy Combination Licence (mandatory)
4. First Aid Training (desirable)

Personal Skills required:

5. Excellent communication
6. Positive and confident customer interaction
7. Honesty and Integrity
8. Think Safely
9. Strong work ethic

Key contacts

- Concrete Plant Manager
- Concrete Batcher
- Account Manager
- Concrete Agitator Truck Driver
- Concrete sub-contractors
- Customers
- Other ASQ Staff and Management

We acknowledge this information adequately describes the role, 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.