Position Description

Position Title:	Transport Manager
Business Group:	Allstone Quarries Pty Ltd
Department:	Transport
Reports to:	Operations Manager
Supervises:	Weighbridge Operator, Transport Drivers
Classification:	Award Free - Management

Company Overview

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of three divisions: ASQ Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria. 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.

To support these services, we operate a modern, high-performance transport fleet of over 30 vehicles, including tandem trucks, semi tippers, B-doubles, and more. Our fleet is rigorously maintained to the highest standards, fully compliant with NHVR requirements, and equipped with GPS tracking and onboard cameras for enhanced safety and efficiency. Backed by a team of professional drivers, we are committed to delivering products safely, efficiently, and on time.

Primary Purpose of the Position

The Transport Manager is responsible for the management and operations of the quarry transport division including weighbridge operations, safety and risk management, compliance, truck allocation and scheduling, quarry transport fleet management and maintenance, subcontractor management, delivery and transfer of quarry products, sales reconciliation, stakeholder relationships, product sales, personnel management and monitoring transport systems.

Key Responsibilities

1. **Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:**

   - Adhering to and ensuring that workers comply with all ASQ policies and procedures.
   - Ensure all operations comply with the company's environmental objectives.
   - Ensure transport fleet operated within governing legislation and requirements, including but not limited to compliance with:
     - National Heavy Vehicle Regulator (NHVR) requirements
     - Codes of Practice and Australian Standards
     - Mass Management requirements
     - Performance Based Standards (PBS)
     - Chain of Responsibility (CoR) legislation
     - Fatigue Management

2. **Accountabilities:**

   Daily Operations:

   - Asset management in relation to operations, maintenance and record-keeping in internal systems.
   - Ensure a high level of customer service and that the correct and appropriate advice is given.

- Ensure the transport division runs according to standard operating procedures.
- Overseeing, coordinating and facilitating heavy transport fleet and managing drivers.
- Plan, create, and manage daily delivery schedules, ensure correct truck and driver allocation, manage routes and track progress to achieve cost-effective and efficient product delivery or pick-ups.
- Manage internal transfers or purchases, and landscaping product deliveries across all ASQ sites.
- Aim to reduce and minimise overall costs through tracking and analysing resources such as truck utilisation, tyre wear, brakes, fuel usage and spare parts.
- Manage and schedule subcontractor drivers when required.
- Manage truck float operations or external job assignments.
- Act as the primary point of contact for suppliers, consistently maintaining a positive and professional representation of ASQ.
- Coordinating and scheduling the repair and maintenance of the fleet to maximise truck usage while meeting budgets.
- Coordinate and overseeing weighbridge and dispatch.
- Participate and administer audits as required by regulatory authorities.
- Responsible for transport fleet maintenance and presentation.
- Conduct weighbridge operations for one shift daily, encompassing all weighbridge operator duties.

Leadership and Management of Personnel:

- Managing rostering, approving timesheets, overtime and leave request of workers.
- Recruiting and inducting new workers.
- Monitoring, reviewing and assessing all driver documents such as daily driver sheets, prestart checklists, work diaries and Safe Work Method Statements (SWMS).
- Managing performance and conduct issues.
- Completing performance reviews and providing regular feedback to foster a high-performance culture.
- Training, developing and mentoring all workers as required.
- Providing direction and delegate tasks to Weighbridge Operator and Transport Drivers as required to ensure operational efficiency.
- Managing uniforms and PPE gear as required.

Others:

- Organising, monitoring and updating subcontractor agreements and documentation.
- Cover for the weighbridge operator during absences or shift changes to maintain operational continuity.
- Participate in internal and external training as required.
- Attend management meetings as required.
- Submit management reports to Senior Management.

3. Direction, management and autonomy

- Exercise managerial control, involving the planning, direction, control and evaluation of operations.
- Undertake duties of critical nature with little or no professional direction.
- Work outcomes aligned with strategic goals.
- Work collaboratively with the Senior Management Team but operate independently in day-to-day decision making.

- Selection of methods and techniques based on sound judgment (guidance not always readily available within the organisation).
- Decision-making on acquisition and disposal of transport fleet in conjunction with the Operations Manager.

Key Selection Criteria

1. 3+ years' experience in managing transport, fleet or similar experience in a related field.
2. 3+ years' leadership experience in a similar industry.
3. Experience in developing and managing budgets.
4. Experience with weighbridge systems (desirable).
5. Demonstrated leadership and people management experience, with the ability to guide, motivate and develop a team of transport drivers and weighbridge operators.
6. Knowledge of OHS and environmental regulations applicable to industry.
7. Availability to work weekends and public holidays, as required.

Education, Certification and Licenses required:

8. Cert III or IV in Transport or equivalent experience in a similar field (desirable).
9. Valid driver's license (preferably manual).
10. Heavy Combination Truck Driver's License (desirable).

Personal skills/ attributed required:

11. Safety-conscious
12. Strong leadership skills
13. Strong work ethic
14. Fit for work, according to the position
15. Highly motivated with a positive attitude
16. Demonstrated ability to lead a team in a professional and collaborative manner
17. Sound literacy, numeracy and IT skills
18. Strong attention to detail with a commitment to delivering high-quality work
19. Highly developed interpersonal communication, negotiation and conflict resolution skills
20. Excellent organisational, problem-solving, time management, and customer service skills
21. Ability to work under pressure and meet deadlines/customer requirements

Key contacts

- Transport Drivers
- Weighbridge Operators
- Quarry Managers
- Site Managers
- Fleet and Maintenance Manager
- Account Manager
- Operations Manager
- Customers
- Suppliers
- Other ASQ management and workers

This role may involve working with Crystalline Silica, for more information read WHSE MS 3 5H Crystalline Silica Information.pdf.

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.