



## Position Description

<b>Position Title:</b>	Truck Driver- Heavy Combination (HC)
<b>Business Group:</b>	ASQ Assets Pty Ltd
<b>Department:</b>	Transport
<b>Reports to:</b>	Fleet & Maintenance Manager
<b>Classification:</b>	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 Assets provides a one stop shop for all fleet and maintenance services to the ASQ Group to ensure our fleet of trucks, vehicles, heavy plant equipment and machinery is maintained and operating safely and efficiently.

### Position Overview

The Truck Driver – Heavy Combination (HC) is responsible for the safe and efficient unloading and delivery of product to customers, as well as maintaining the presentation of the truck and ancillary equipment.

### Key Responsibilities:

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)  
The Truck Driver – HC is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Document Management Systems. These include but are not limited to:
  - Adhering to ASQ policies and procedures
  - Compliance with the ASQ WHSE Management System (hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
  - Comply with Chain of Responsibility, National Heavy Vehicle regulations and all state and federal road rules.
  - Understanding of compliance with Performance Based Standards (PBS) and National Heavy Vehicle Accreditation Scheme (NHVAS) requirements, where applicable.
  - Attending prestart meetings
  - Attending toolbox talks
- Delivery of product and exceptional customer service  
Responsibilities include, but are not limited to:
  - Adhering to OHS legislation and regulations.
  - Follow fatigue management plan – document and log work/rest periods and distance spent driving.
  - Ensure all communication from Weighbridge Operator and Fleet & Maintenance Manager is understood and followed.
  - Follow Chain of Responsibility including mass management (vehicle and axle weights), fatigue management, permits, journey planning and B Double Road network.
  - Make sure loads are correctly placed and secured to avoid damage to both truck, goods and property in accordance with Heavy Vehicle National Law and Regulations
  - Timely delivery of product as scheduled and in line with Heavy Vehicle National Law and Regulations
  - Effective use of vehicle to maximise vehicle utilisation.

- Collection of money from customers on delivery and returned to office if required.
- Ensure all required documentation is complete and forwarded at appropriate times, for example, daily running sheets.

3. Maintain presentation of Heavy Combination truck and ancillary equipment

Responsibilities include, but are not limited to:

- Daily prestart, greasing and basic maintenance of truck and ancillary equipment
- Report all defects, accidents and violations to Fleet & Maintenance Manager in a timely manner.
- Ensure trucks are safely and securely stored.
- Ensure trucks and equipment are kept cleaned.
- Assisting with yard duties and truck maintenance jobs

**Key Selection Criteria:**

1. Experience driving truck and dog combinations and/or semi tipper and also experience in tipping and spreading.
2. Experience with using GPS, UHF and smartphone technology.
3. Extensive knowledge of the National Heavy National Law and regulations and Chain of Responsibility legislation
4. Sound literacy, numeracy and IT skills.
5. Ability to work weekends and public holidays as required.

Education, Certification and Licences required:

6. Heavy Combination Licence (mandatory)
7. Construction Induction (mandatory)
8. Transport & Logistics training (desirable)
9. Front End Loader ticket (desirable)
10. First Aid Level 2 (desirable)

Personal Skills required:

11. Must be safety-conscious and committed to safe work practices.
12. Excellent communication and interpersonal skills, a courteous and polite manner.
13. Highly motivated with a positive attitude, with strong work ethics.
14. Capacity and willingness to accept direction and demonstrated ability to contribute to a team in a professional and collaborative manner.
15. Ability to work under pressure and meet deadlines.

**Key contacts:**

- Fleet & Maintenance Manager and Operations Manager
- Quarry Manager, Foreman and Workers
- Weighbridge Operator
- Sub-contractors and Customers
- Other ASQ Management and workers

*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.*