

Position Description

Position Title:	Truck Driver Multi-Combination (MC)
Business Group:	ASQ Assets Pty Ltd
Department:	Transport
Reports to:	Transport Manager
Classification:	Road Transport and Distribution Award 2020 – Grade 8

Company Overview

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.

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.

Primary Purpose of the Position

The Truck Driver Multi-Combination (MC) is responsible for the safe and efficient unloading and delivery of product to customers, performing float work as well as maintaining the presentation of the truck and ancillary equipment.

Key Responsibilities

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

- Adhering to all ASQ policies and procedures.
- Adhering to OHS legislation and regulations.
- 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 and all state and federal road rules
 - National Heavy Vehicle Accreditation (NHVAS) requirements
 - Codes of Practice and Australian Standards
 - Mass Management requirements
 - Performance Based Standards (PBS)
 - Chain of Responsibility (CoR) legislation
 - Fatigue Management
- Attend Transport Meetings
 - Toolbox meetings
 - Pre-start meetings

2. Accountabilities

Delivery of product and exceptional customer service:

- Follow fatigue management plan – document and log work/rest periods and distance spent driving.
- Ensure all communication from Weighbridge Operator, Transport Manager and Operations 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.

Maintain presentation of the truck and ancillary equipment:

- Daily prestart, greasing and basic maintenance of truck and ancillary equipment
- Report all defects, accidents and violations to Transport Manager and 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

3. Direction, management and autonomy

- Follow instructions from Transport Manager and Weighbridge Operator regarding schedules, routes and operational instructions while complying with road laws, fatigue management and company policies.
- Seek operational support when required to receive clear job details, training or guidance to meet performance and safety standards.
- Work outcomes are monitored.
- All practices and expectations are in accordance with the standards set forth in the Road Transport Distribution Award.
- Regularly communicate with the weighbridge office regarding delays, route changes, or any issues encountered during transit.

Key Selection Criteria

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

Education, Certification and Licences required:

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

Personal skills/ attributes required:

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

16. Ability to work under pressure and meet deadlines.

Key contacts

- Transport Manager
- Operations Manager
- Weighbridge Operator
- Quarry Manager, Foreman and Workers
- 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.