

## Position Description

<b>Position title:</b> Truck Driver – Heavy Combination	
<b>Business group:</b> Quarry	<b>Department:</b> ASQ Allstone Quarries
<b>Reports to:</b> Transport Manager	<b>Supervises:</b> n/a

*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.*

### Position summary

The Truck Driver is responsible for the provision of effective customer service in the unloading and delivery of product, ensuring safe work practices at all times. The Truck Driver is also responsible for maintaining the presentation of the Truck and ancillary equipment.

### Essential duties and responsibilities

- Ensure safety procedures are followed at all times, in all work areas, both within ASQ and off-site
- Communicate and consider fellow employees and contractors to ensure a safe and productive work environment
- Daily prestart checklist, greasing and basic maintenance of truck and ancillary equipment
- Ensure all communication from Weighbridge/Transport Manager is understood and followed
- Follow defined OH&S and Quality policies and practices
- Adhere to all Truck Driving laws and regulations
- Make sure loads are correctly placed and secured to avoid damage to both truck, goods and property
- Ensure all required documentation is complete and forwarded at appropriate times
- Collection of money from customers on delivery and returned to weighbridge/office
- Ensure trucks and equipment are safely and securely stored
- Attend tool box meetings
- Be proactive in bringing new ideas to management
- Engage in any training, as required by the Company
- Be committed to ASQ visions
- Ensure compliance with ASQ Company Policy and Procedures
- Other duties as assigned

### Required knowledge, skills and abilities

- At least 2 years relevant work experience
- Experience in tipping and spreading product
- Good understanding of chain of responsibility legislation
- Excellent communication
- Positive and confident customer interaction
- Honesty and Integrity
- Be a team player
- Think Safely



- Strong work ethic
- Ability to work weekends as required

#### **Required education and certifications**

- Heavy Combination Licence
- Transport and logistics training
- First Aid Training

#### **Key contacts**

- Weighbridge Operator
- Transport Manager
- Quarry Manager, Foreman and Staff
- Customers
- Other ASQ Staff and Management
- Subcontractors

#### **Uniform**

- Uniform provided as per letter of offer details

We acknowledge this information adequately describes the role of the position, but it is understood all employees of Allstone Quarries Pty Ltd have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required.

	<b>HR Manager</b>	<b>Truck Driver – Heavy Combination</b>
<b>Name:</b>		
<b>Signature:</b>		