

Job Description Schedule B

Job Description	Truck Driver/Senior Truck Driver	
Reports to	Site Supervisor	
Direct Reports	None	
Working Relationships	Transport staff, Equipment Operators, Labourers, Sub-contractor staff, Supplier Depot Staff	
Licences	Minimum Requirement	1, 2, 3, 4, 5, W, T, R, D
	Preferred	
	Working towards	
Industry Qualifications	Minimum Requirement	None
	Preferred	Site Safe Civil Passport, Operate Safe Red Card, Transit Traffic Controller Certificate
	Working towards	Operate Safe Bronze Card, First Aid
	Optional	None
Training Requirements	Induction, Annual H&S Refresher Course	
Experience (years)	1+	

Purpose

Drive a variety of trucks and trailers with capacity of more than 4.5 tons to transport materials to specified destinations.

Reporting

The Truck Driver will report directly to the Foreman for day to day direction of activities and performance management.

See structure diagram below.

Authority

- o None

Primary Tasks

- o Drives tractor, tractor-trailer combination, Truck and trailer applying knowledge of commercial driving regulations, to transport and deliver equipment or materials, over varying distance.
- o Performs routine inspection and preventative maintenance on assigned (and transported) equipment and refers defects or needed repairs to supervisor
- o Fuels equipment and checks and reports condition to Supervisor prior transporting
- o Ensures the vehicles COF, Registration, Road User Charges and any applicable permits are current and displayed.
- o Performs manual tasks to expedite civil construction work methods
- o Fastens chains or stops to secure load on trailer during transit.
- o Routinely checks the condition of the load and that it is securely fastened
- o Loads or unloads, or assists in loading and unloading truck.
- o Follow the correct safety procedures if the goods being transported are dangerous
- o Maintains driver log book to LTSA regulations.
- o Maintains Load Tally Sheets
- o Cleans vehicle as required
- o Meets internal/external training targets and requirements.

Secondary Tasks

When work loads allow or contracts dictate, the Truck Driver may be required to fulfil the tasks usually assigned to a Equipment Operator or Labourer

Emergency Plan Responsibilities

- o Initiate emergency plan if first on scene

Health & Safety

- o Ensuring own safety and the safety of others around them.
- o Follow safe work procedures, practices and instructions.
- o Report all work related hazards, accidents, incidents, near miss, injuries and illness, and
- o Taking an active part in their rehabilitation and early return to work if injured or ill

The following activities have been identified as hazards likely to be encountered by the Truck Driver.

- o Climbing on and off trays
- o Climbing in and out of cabs
- o Driver Fatigue
- o Operating equipment on uneven ground

Physical Demands

The Truck Driver has a physically strenuous and demanding job. He/she is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. He/she is frequently required to stand and talk or hear. He/she is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

He/she will be lifting, pulling and managing heavy equipment and objects, He/she must frequently lift and/or move objects up to 10kg and occasionally lift and/or move objects up to 50kg.

He/she will be fit and healthy, without any back, heart or neurological conditions. He/she will also have good eyesight (with or without corrective lenses) and good hearing.

Quality Assurance

- o Complete Daily Vehicle Inspections
- o Complete accurate Load Tally Sheets
- o Complete accurate timesheets and machine hour logs
- o Complete accurate Work Time Log Book

Knowledge

The Truck Driver must have the following knowledge of:

- o Truck and equipment safety
- o Truck, trailer and equipment, water cart, dumper truck operation
- o Safe machinery operation for loading/unloading
- o Working knowledge of the hazards and safety precautions common to light to heavy equipment operations
- o Working knowledge of the methods, materials and tools used in civil construction works
- o Equipment cleaning standards and procedures
- o Different methods of securing and covering loads such as using chains, locks and straps
- o An understanding of the Road Code, defensive driving techniques and relevant transport laws
- o Knowledge of the area they work in and the correct routes to take
- o Knowledge of emergency procedures and how to identify and handle hazardous road conditions

Skills

The Truck Driver must demonstrate the following skills:

- o Excellent heavy truck driving skills
- o Ability to operate multi axle trucks and trailers in a safely and responsibly manner
- o Ability to drive and operate a variety of equipment under varying conditions
- o Ability to understand and follow oral or written instructions
- o Ability to communicate effectively verbally and in writing to maintain daily records, log books and load tally's
- o Ability to observe proper safety precautions
- o Ability to establish effective working relationships with other employees, foreman, supervisors, managers and the public
- o Ability to perform heavy manual tasks under varying weather conditions
- o Ability to work from construction specifications
- o Ability to effectively manage time
- o Ability to effectively read maps
- o Basic first aid

Work Environment

The Truck Driver must work outside in all different weather conditions including extreme cold and extreme heat. He/she will frequently work near moving mechanical parts.

Personal Attributes

The Truck Driver must demonstrate the following personal attributes:

- o Strives to improve personal performance
- o Professional
- o Punctual
- o Reliable and responsible
- o Able to follow instructions
- o Able to remain calm in emergencies
- o Able to work well under pressure
- o Courteous and law-abiding on the road
- o Be honest and trustworthy
- o Be able to work effectively as part of a team
- o Be respectful
- o Be flexible
- o Demonstrate sound work ethics
- o Deal with the public in a positive, courteous and respectful manner
- o Resent themselves in a tidy and professional manner

The Truck Driver must act in a manner that is appropriate to a BGC employee. He/she must also be able to operate effectively in a highly visible and scrutinised environment.

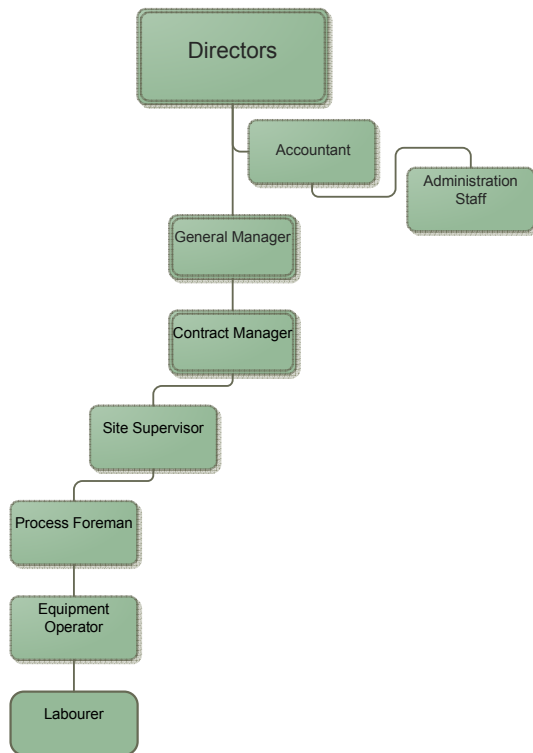
Senior Truck Driver

The Senior Truck Driver will be able to operate all of the company's trucks and civil construction equipment and tools at a proficient level with a minimum of 3 years experience. He/she will demonstrate a thorough knowledge of driving techniques, health & safety, relevant legislation and BGC administration requirements. He/she will also:

- o Primarily operate the companies transport equipment and will hold the NZTA BESS Certification.

- o Maintain the Equipment Allocation Board
- o Complete weekly checks on all trucks and trailers
- o May also be responsible for some lead responsibilities and for leading and training other drivers from time to time.

Management Reporting Structure/Specific Site Structure



Signature

Signed by:..... Date:.....