

Position Description

Position Title:	Truck Driver
Position Title of Supervisor:	Operations Manager
Reporting to this Position:	N/A

Position Summary

To drive vehicles, provide pickups and deliveries for the business.

Essential Responsibilities and Functions

On the Road;

- Safe operation of company vehicles; including trucks, vans, and hire vehicles.
- Delivery/pick up of equipment from various locations as required.
- Observe safe loading and general OH&S practices.
- Liaison with clients on equipment type/use.
- Ensuring delivery paperwork is completed.
- Mandatory incident reporting of all incidents.
- Deliver excellent customer service.
- Cleaning and maintenance of vehicle fleet.

Factory;

- Loading and unloading of vehicles.
- Basic maintenance and cleaning of company vehicles.
- Assisting with general freight coordination.
- Supervision of junior and casual staff.
- Preparation/return of lighting equipment for hire/production as required.
- Cleaning, maintenance and manufacturing of equipment as required.
- Ensuring factory and stock shelves are kept in a tidy and ordered manner.
- Operation of Forklift/Reach Stacker where required.

On Site;

- Supervision of staff while loading vehicles.

Other;

- General duties as directed.
- Assist with goods in/out.
- Communicate and assist with associated companies.



Core competencies

Collaboration	Work productively with diverse individuals in a variety of roles.
Resourcefulness	Ability to tackle unforeseen challenges using existing resources.

Knowledge and Skill Requirements

- At least 2 years of truck driving experience.
- Minimum Medium Heavy Rigid license (MR) required.
- HC license is preferable.
- Forklift Licence is preferable.

Hours of Work

Casual, Part Time and Full Time Roles Available