

Job Description

Job Title:	Ready Mix Concrete Driver	Region:	Central Otago
Reporting to:	Plant Manager	Location:	Alexandra

Purpose:

1. Ensure all tasks are completed to the highest standard and in accordance with company Health, Safety and Environmental policies and procedures.
2. Timely and efficient loading, unloading and delivery of concrete from plants to customers' sites.
3. Maintain customer satisfaction and appropriately represent Allied Concrete by keeping truck clean and in good working condition.

KEY RESPONSIBILITIES:

1. Health, Safety & Environment <i>Ensure compliance with the Company's health and safety and environment policies and that a safe and healthy working environment is maintained.</i>	
▪ Actively apply TAKE 5 and SHARP principals in all duties. ▪ Complete and record daily pre-start vehicle safety checks for your allocated vehicle before engine start, in line with company requirements. ▪ Maintain driving logbook and always follow logbook rules. ▪ Report all accidents and incidents to management as soon as possible. Report any hazards or unsafe work practices. ▪ Correct use and maintenance of company provided PPE equipment and clothing. ▪ Active involvement in regular toolbox meetings. ▪ Ensure zero unauthorised discharges of water, cement, chemicals or dust from AML/ACL sites or trucks. Road spillages of fresh concrete must be reported to dispatch immediately so they can be cleaned up in an appropriate manner. ▪ Comply with road rules and regulations - travel within speed limits at all times having consideration for road conditions, other road users, weather, signage, and the environment. ▪ Ensure that training is completed (e.g. confined space), hazards are identified and managed before undertaking hazardous activities such as concrete bowl cleaning. ▪ Complete regular driving assessments with a Driver Trainer to maintain driving competency. ▪ Ensure vehicle maintenance problems are reported promptly.	
2. Operational <i>Ensure that operational activities are carried out timely and efficiently.</i>	
▪ Follow instructions from the dispatcher. Once load is received from dispatch, position the truck in the loading bay where concrete is batched onto the truck bowl in a wet or dry state. ▪ Ensure delivery in a timely and safe manner to meet customer expectation. ▪ Operate the bowl rotation speed in accordance with the concrete specifications and mixing instructions. ▪ Discharge concrete onsite according to specifications from the contractor into a wheelbarrow or other conveying container or directly into area to be poured with concrete.	

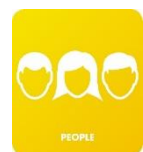
- Check the slump and once docket is signed, may make adjustments to the mix by adding water or admixtures when required by customer.
- If appropriate, hose down the inside and outside of the bowl at the designated area when the mixer is completely discharged to prevent concrete splashes and spills from hardening. Ensure that concrete wastewater is not being discharged into stormwater drains and natural waterways.
- Ensure timely return to the plant for next loads.
- Keep the inside of the concrete bowl clean by ensuring it is rinsed at the end of every day as a minimum. Truck must be in a clean, tidy condition inside and out. There should be no buildup of concrete on any part of the truck or bowl.
- Ensure safe use of cleaning equipment and wash area. Clean wash areas after use.
- Advise supervisor/manager when trucks require service, ruc, wof, rego or any other repairs deemed necessary. This should be written on your daily time sheet.
- Operate equipment, such as truck mixer controls, CB radios, and global positioning systems (GPS) equipment to exchange necessary information with dispatch, supervisors, or other drivers.
- Perform minor maintenance to the assigned truck as necessary e.g. tyre pressure, adding coolant etc.
- When the workload is light or when required, assist in other areas e.g. repair/maintenance in the plant area, yard clean-up, and other reasonable duties which may be required by your manager.
- Where concrete bowl cleaning (using pneumatic jack hammer) is required, ensure that proper training has been completed and that you are physically and mentally capable of entering a confined space and performing these duties (once all necessary confined space permits have been completed prior to commencement of any work).

Administration:

- Ensure that information recorded in driving logbook is correct, completed daily and in accordance with the Land Transport Rule.
- Notify dispatch when taking breaks and ensure that logbook and time sheets correspond.
- Complete all required documentation and return it to the office for every shift including but not limited to
 - Delivery dockets signed (all information relating to the addition of water or admixture is recorded accurately)
 - Delivery dockets to have any water/additives used recorded
 - Site arrival time and departure time recorded
- Cash Sales deliveries are handled correctly, and applicable payment/documentation returned to office for every shift.

3. Customer Service & People

Meet customer expectations. Ensure that interactions with any staff are respectful and in accordance with our values.



- Maintain a professional manner at all times.
- Escalate any issues to the Operations Supervisor or Plant Manager.
- Providing meaningful feedback to operational and sales staff of opportunities to further enhance or develop customer relationships.
- Maintain a high standard of appearance of both yourself and your truck.
- Follow instructions on delivery requirements of customers. If there is any conflicting instruction, contact dispatch.
- Ensure all other tasks, projects, assignments, or responsibilities delegated or assigned by your manager are completed accurately, professionally and in a timely manner.
- Foster a spirit of work we can be proud of.

FUNTIONAL RELATIONSHIPS

Internal	Dispatch Team	Sharing of information that will ensure co-ordination of on-time deliveries
	Plant Manager	Sharing of information, taking directions and seeking involvement. Formal monthly reporting
	Technical Support	Sharing information, taking direction and seeking involvement. Formal monthly reporting
	Driving Staff	Sharing information that will ensure co-ordination of on time deliveries
External	Customers	Ensure customers' expectations are met
	Suppliers	Sharing information that will ensure co-ordination of on-time deliveries

CORE COMPETENCIES

Competency	Definition
Safe Driving	▪ Focusing on safety at all times. This includes maintaining safe speed, avoiding distractions, and driving defensively.
Navigation	▪ Planning routes and ensuring maximum efficiency even during high traffic conditions. Correct operation of navigation systems such as GPS.
Communication	▪ Ensuring clear information is provided to and received especially from dispatchers, customers, and manager. Always communicate respectfully and professionally.
Organisation	▪ Keeping accurate log ins, delivery dockets, vehicle safety checks etc. Tasks are completed timely and efficiently.
Problem Solving	▪ Securing relevant information and identifying key issues and relationships from a base of information. With consultation of the branch manager/dispatch committing to an action taking into consideration organisation values.
Quality Orientation/Attention to Detail	▪ Accomplishing tasks through showing concern for all aspects of the job, accurately checking processes and tasks.

QUALIFCATION & EXPERIENCE

The qualifications and experience you bring to this position that you can draw on include:

- Clean current class 4 or 5 Drivers License
- Committed to company Health & Safety standards
- Conversant with Road Ranger Gearbox
- Flexible in working hours
- Punctual & Reliable
- Physically fit & takes pride in appearance
- Commit to strict Drug & Alcohol policy testing requirements whether it be random, pre-Employment or post Incident

Acknowledgment:

I have received, reviewed, and fully understand the job description. I understand that I am responsible for the satisfactory performance of the duties described above.

Employee Name

Signature

Date