

JOB DESCRIPTION

Vehicle Operations Class 2 -5

This document may be subject to reasonable amendments from time to time by the employer to reflect changes in the external environment, business strategies and required priorities for the incumbent.

Background:

The HWR Group Ltd is a family-owned business proudly based in Southland. The original foundations of HWR Group Ltd were based within the building industry but over the years have grown to include Ready Mixed Concrete, Transport, Fuel Distribution, Contracting, Environmental, Aggregate, Property and Tourism.

Company:	Southern Transport Limited
Location:	Invercargill
Responsible to:	Southern Transport Vehicle Operation Dispatcher
Purpose of Position:	The aim of this role is to provide operational support to Southern Transport Limited and its respective businesses.
Responsible for:	This position is responsible for our General Cartage Division
Date:	November 2026

Key Responsibilities

Operational Responsibilities	- Operate according to company guidelines in the areas of health, safety and environment - Embrace new training opportunities - The ability to manage fatigue if/when required to work day/night shift - You may be requested to help with other duties that fall outside this job description, but training will be provided in these circumstances. - High emphasis on health, safety and environment - To maintain a level of fitness for work - Following procedures specific to the task as outlined in the procedure manual - You will ensure that you comply for all logbook/worktime requirements - Complete daily the circle of safety on your truck and trailer unit and report any failures to your dispatcher - Comply with the NZTA regulations as well as with company policies and procedures - Respect clients sites and rules
Relationship Management	- Maintain functional professional relationships - Always has a positive outlook and pleasant manner - Values diversity and accepts others - Maintain stable performance under pressure and/or opposition relieving stress in a manner that is acceptance to the person, others and the organisation
Customer Mindset	Show a customer-centric attitude in the workplace.

Be customer driven.

Work together.

Walk the talk.

Be respectful.

Get home safe.

	▪ The reputation of the individual, their immediate team and Southern Transport Limited are enhanced.
Health & Safety	▪ Promote a safe and healthy workplace by undertaking responsibilities as outlined in HWR Health and Safety Policy and Procedures ▪ All incidents must be reported as soon as possible to your manager and if necessary, you will be interviewed for investigation purposes. It is important that we record all incidents so we can track trends and prevent repetitive mistakes. ▪ In the case of an accident, please ensure that you are safe, ensure others are safe and not critical. Immediately report to your manager for further instructions. ▪ Your manager may ask you questions and notify emergency services. If possible, protect the scene until assistance arrives. ▪ You always adhere to the Drug and Alcohol Policy. ▪ PPE is to be worn as specified as per the requirements of all sites/farms.

Personal Attributes

- Strong handwriting and numeracy attributes
- Strong interpersonal skills; able to deal with industry personnel and service providers
- Disciplined and able to multitask and operate safely in a busy work area
- Honest and reliable
- Base fitness level to accommodate the manual work required

Agreed by:

_____ (Employee)

_____ (Manager)

_____ (Date)