

Truck Driver

To operate a heavy vehicle, safely, legally, efficiently, and competently. To service and maintain heavy vehicles as instructed. The ability to provide prompt, accurate, courteous service to Mendi Construction project sites and its valued clients. To contribute to the achievement of relevant Mendi Group Delivery program objectives.

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| Reports To: Managing Director Operations Manager | Direct Reports: |
| Location: Townsville QLD | Key Relationships: |
| Position Purpose: | <ul style="list-style-type: none"> • Liaise with supervisors and communicate with those on site. • Provide a positive and professional approach to your employment. • Be innovative and practical while endeavouring to minimize downtime. • Your Employment is supported by policies and procedures determined by the company and from time to time the company is entitled to establish such policies and procedures. • All Employees must adhere to the Code of Conduct Policy. • Carry out Mendi prescribed, and manufacturer required checks, servicing and maintenance of Trucks and Trailers. • Provide timely and accurate reports to the Transport Manager - regarding faults, operational characteristics, performance, etc. • Comply with instructions issued by Management, regarding the operation and maintenance of the heavy vehicles. • Assist workshop staff with major servicing and repair. • Completion of standard forms that form part of the Mendi Integrated Management System, including timesheets, plant maintenance records, haulage documents. • Completion of Pre-Start Checks – You must complete your daily pre-starts within 10 mins of your starting time. Pre-start checks only take 5-10 minutes. “Lifting the bonnet is compulsory each morning or any time you change trucks throughout the day”. This forms part of NHVAS Maintenance Management. (Different truck NEW pre-start) • Completion of Drivers Daily Worksheet – A Day sheet is to be completed every day whether you are driving, washing or servicing a vehicle • The day sheet serves several purposes: <ul style="list-style-type: none"> - Records your hours for your pay, - Break details (in accordance with Qld Transport regulations) - Details of truck loads i.e., weights, delivery details, docket numbers - Fuel consumption - Km and hub meter readings for monitoring services due - Fault recording or repair requests - Information required for Mass and Maintenance Management |

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(cont.)

- **Completion of weekly “A Services” for trucks and trailers** – A Services are to be completed weekly and are to be carried out by yourselves. You are required to fill in the A Service sheet prior to each Monday morning. Air cleaners are to be checked and cleaned/changed as required (depending on the conditions of work environment, some more frequent than others).
- **NHVAS Mass & Maintenance Management** – Mendi Construction is a part of these Queensland Transport schemes and as a part of your employment you are required to perform certain tasks for our compliance requirements.
- **Mass Management** – All weights must be recorded in the appropriate columns of your daily worksheet along with corresponding docket numbers. You are required as a minimum to verify a load each month to ensure each axle grouping has been loaded correctly. This is to be documented on the driver’s worksheet, detailing individual axle weights etc.
- **Maintenance Management** – Any repair requests/faults are to be recorded in the section specified on the driver’s worksheet. If the fault is serious or requires immediate attention contact your supervisor immediately and report fault. The supervisor will then assess, or action repairs required. (Refer NHVAS manuals further details)
- **Truck Washing** – Trucks and trailers are to be cleaned inside and out prior to commencement of work on every Monday. Stands are provided to minimise risk of slipping etc, ensure after use they are put back in designated area. Everything is provided please ensure trucks and trailers are clean and presentable at all times. Truck cabs are to be clean and tidy at all times.
- **Tyre Monitoring** – All tyres are to be rotated every 20,000 kms. If you notice your truck/trailer’s tyres has unusual wear, please tell your supervisor or record on your worksheet (early detection will prolong tyre life). Pressure checks are to be done every fortnight (steer 120psi, drive and trailer 100 psi). Ensure the trailer you are towing is carrying a spare tyre. Float – When moving equipment always lower air bags on float, ensure tied down securely (using four chains minimum), flags and flashing lights are used. When shifting an excavator or Hyster roller always use outriggers. Make sure chains and dunnage are put away before departure from site.

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Position Purpose (cont.)

- **Semi Tippers** – DO NOT TAKE RISKS. Semi tippers must only be tipped on level ground (level 10 metres forward of the bull bar to rear trailer axle) and under no circumstance is the load to be run out or tip beside another tipper tipping. (ELIMINATE RISK) If the trailer you are unhooking from is loaded you must use a sleeper under the legs. Legs are wound up to take the weight (so you can just see light in between skid plate and turntable. Always grease turntables before hooking up. Accidents happen when rushing, take care with air lines, hydraulic lines etc. Ensure your tarp is always operational and body chain tight (if fitted). If something doesn't work let your supervisor know.
- **Float** – When moving equipment always lower air bags on float, ensure tied down securely (using four chains minimum), flags and flashing lights are used. When shifting an excavator or Hyster roller always use outriggers. Make sure chains and dunnage are put away before departure from site.
- **Workplace Health & Safety Regulations** – All on-site rules must be obeyed i.e., high vis clothing, hard hats, safety boots, speed limits etc. If you are unsure of any rules and regulation, please ask. (Refer to the Mendi Workplace Induction)
- **Wash Bay** – Wash bay must be kept clean, this means hosing down after you are finished. Pressure cleaner must be put away after use.
- **Workshop** – If you take something from the store room, ensure that Workshop Administrators are notified so the item can be replaced. If you make a mess clean it up, put tools away etc.
- **Yard** – Truck drivers entrance (gate 2 on side street). All truck movements in and out of the depot are to be via this gate. If you are first to arrive and/or last to leave, it is your responsibility to open and close the gate. If you are unsure the gate is to be locked. Parking arrangement for trucks and trailers, reverse parking only backing onto the rear of the depot. All trucks are to be kept together and aligned. Pick up your rubbish and keep the yard area clean.
- **Key Box** – A key box is located at the end of the building. At the completion of each shift, you are to place your truck keys on the assigned key hook. Keys are not to be left in the ignition or hidden on the trucks.
- **On-Site** – Obey speed rules (dust suppression), don't jump kerb or pram ramps (use designated areas to gain access), find foreman if unsure where delivery is required. If you run over a peg or knock a sign, let the foreman know, prior to your departure from site. All sites operate on UHF channel 32.

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| Position Purpose (cont.) | <ul style="list-style-type: none"> • After Hours Contact – All employees must provide an afterhours contact number, your next day work requirements may change after you have completed your shift. |
| Position Specification: | |
| Key Result Area | Major Activities |
| Health Safety Environment and Quality | <ul style="list-style-type: none"> • Provide and maintain a work environment that promotes workplace health and safety and good environmental practice. • Relevant legislation including the Work Health and Safety Act, Mining and Quarrying Act, Environment Protection Act, NHVAS Mass and Maintenance Managements and other Mendi key applicable legal and other requirements are complied with. |
| Innovation | <ul style="list-style-type: none"> • Identify work methods to maximise efficiencies and quality on projects |
| Time | <ul style="list-style-type: none"> • Adhering to required start and finishing times as per your Employment Contract or as directed by your supervisor. All time sheets must be completed and handed in each day. • If you require time away from work this must be arranged with your supervisor or management. |
| Safety | <ul style="list-style-type: none"> • All employees are to obey all rules and regulations set by these Queensland Transport and Police authorities. Any fine or penalty incurred by you whilst driving a company vehicle is to be paid by yourself (i.e. speeding). |
| Quality | <ul style="list-style-type: none"> • Produce thorough, accurate and consistent results. • Apply good judgment. • Raise and participate in Quality improvements |
| Work Pace | <ul style="list-style-type: none"> • Complete required amount of work within stated/acceptable timeframe. • Turnaround consistently meets expectations. • Meets deadlines |
| Job Knowledge | <ul style="list-style-type: none"> • Understand the overall job function and responsibilities as well as specific tasks. • Know and follow standard company policies and procedures |
| Relationships | <ul style="list-style-type: none"> • Cooperate with fellow workers, Management, and clients. • Contribute to company goals. • Act in a courteous and professional manner |
| Organisation | <ul style="list-style-type: none"> • Manage time effectively to plan and complete work as per instructions. • High level of communication with Supervisors, Management, and fellow employees |

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| Initiative | <ul style="list-style-type: none">a) Ability to work independently and without supervision if required.b) Work at various site locations as required.c) Be adaptable.d) "Hands on" approach to all taskse) Results orientated and confident.f) Ability to work in a team environment.g) Excellent Communication and listening skills.h) Ability to take a proactive approach to overcome challenges and achieve results.i) Honesty |
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Obligations:

The above is to be used as minimum requirements; however, other tasks may be assigned at the discretion of the company.

Person Specification:

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| Qualifications | <ul style="list-style-type: none">• Hold a current and unrestricted Queensland MC or HC Class Drivers Licence• A current General Safety Induction Card |
| Experience | <ul style="list-style-type: none">• Driving heavy vehicle combinations• Knowledge of regulatory requirements relating to the operation of trucks• Physically capable of carrying out the position.• Knowledge of Heavy vehicle maintenance and procedures |
| Skills | <ul style="list-style-type: none">• You will require a proven track record of safety management, working knowledge of Mine Safety and Inspection Act, as well as the Dangerous Goods Act and regulations.• You will adhere to standard operating procedures while working in a safe and efficient manner in compliance with Mendi Constructions Safety and Environmental Management Systems. |

Authorised By: _____

Date: _____

Employee Signature: _____

Date: _____