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## Position Description: Truck Driver

<b>Position title:</b>	Truck Driver
<b>Location:</b>	Temora, NSW
<b>Employment Type:</b>	Permanent Full-Time
<b>Reports to:</b>	General Manager

### Scope

The Truck Driver is responsible for the safe and efficient transport of goods, including wool, timber, supplies, produce, and equipment such as wool presses, across various locations. The role requires strong customer service, practical decision-making, and an ability to plan and manage daily transport tasks. In addition to driving duties, the position includes supporting yard operations, warehouse tasks, and contributing to the Mitre 10 store when required.

### Qualifications and Skills:

Heavy Combination (HC) Truck Licence, Forklift (FL) Licence. Good computer & paperwork skills. Exceptional sense of direction & time management. Solid understanding of load safety regulations. Customer focused with clear and professional communication skills.

### Primary Responsibilities:

#### Transport & Delivery

- Operate a range of vehicles from light rigid to semi-trailers, in compliance with road rules and company policies.
- Transport wool, timber, produce, and agricultural equipment to and from various locations.
- Ensure safe and legal loading of goods, including strapping and securing loads appropriately.
- Conduct pre-start checks and report maintenance needs promptly.
- Maintain cleanliness, fuelling, and logbooks for assigned vehicles.
- Complete all delivery and pick-up documentation accurately and on time.
- Coordinate with the team to optimise route planning and logistics.
- Arrange and track required vehicle maintenance and repairs.

#### Customer Service & Communication

- Provide friendly and professional service to a range of customers including farmers, builders, and store staff.
- Coordinate daily pick-ups and deliveries with both internal and external stakeholders.

- Maintain effective communication with team members and supervisors to ensure timely and efficient operations.

#### **Wool Press Delivery & Hire:**

- Contact clients to schedule press deliveries upon notification.
- Maintain accurate documentation for hire and delivery, reporting any non-conformances.
- Organise maintenance and servicing of press units.
- Coordinate relief drivers as needed for delivery logistics.

#### **Operational Support**

- Assist with general yard duties, including loading/unloading and site maintenance
- Provide backup support in the warehouse and Mitre 10 as needed
- Follow all workplace health and safety procedures and participate in safety training.

#### **General**

- Comply with all Moses & Son's policies and procedures.
- Participate in the performance appraisal program and feedback process.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of Moses & Son by always adhering to the Code of Conduct.
- Contribute to the quality improvement process.

#### **Workplace Health & Safety**

Moses & Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions.
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses and Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.

#### **Acceptance**

*I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.*

Employee Signature

Employee Name *(please print)*

Date