

Position Title:	Driver	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this role is to competently follow safe work instructions, check and secure loads and run machinery accordingly as directed by the Factory Supervisor. The driver will also be required to observe road rules and be up to date with appropriate legislative requirements appropriate to their position.			

Key Responsibilities & Duties:	
Major Responsibilities include but are not limited to:	
1. <u>Major Accountabilities</u>	
<i>(Generic Responsibilities)</i>	
<ul style="list-style-type: none"> • Deliver orders in accordance with delivery dockets as instructed by the Goods Dispatch Manager • Maintain standard of housekeeping in loading area ensuring work area is clean, tidy and without trip or other hazards • Assist with loading and unloading when required • Report any customer complaints 	
<i>(OHS Responsibilities)</i>	
<ul style="list-style-type: none"> • Know and understand the company's Site Safety Management Plan • Ensure all activities are conducted in accordance with all OHS requirements • Follow Safe Work Instructions at all time • Follow the company's policies and procedures 	
2. <u>General:</u>	
<ul style="list-style-type: none"> • Meet attendance requirements • Work without constant supervision • Be effective in meeting deadlines • Produce accurate and quality work • Achieve improved business performance • Meet all requires of employment contract • Implement company policies as required 	
3. <u>Working Relationships</u>	
Internally this position works with:	
<ul style="list-style-type: none"> • Factory Supervisor • Managers • Factory team members • Dispatch team 	
Externally key working relationships are with:	
<ul style="list-style-type: none"> • Clients of deliverable sites • 	

Key Competencies
<ul style="list-style-type: none"> • Ability to deliver goods as per delivery schedule • Ability to load and unload goods accordingly with safe work instructions • Ability to work as part of the dispatch team • Good communications skills • Drivers licence/forklift licence/white card

Agreement
<p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> • I fully understand the content and agree that it forms the basis of my employment at UBT • I understand that the company may change the Position Description from time to time to suit the needs of the business <p>Signed Employee.....Date:.....</p> <p>Signed Manager:.....Date:.....</p> <p>...</p>