



## **AGITATOR/TIPPER TRUCK DRIVER / BATCHER**

### **TEGRA CONCRETE PLANT**

## **JOB REFERENCE AND GENERAL REQUIREMENTS**

### **Summary:**

Primarily as Agitator/Tipper Truck Driver and relief batcher at a Tegra Concrete Plant, however other duties include:- front-end loader operation, servicing customer needs, work in a safe manner, cleaning and maintaining plant and equipment, maintain a clean presentable workplace, any other duties as directed and to work and co-operate as a productive team member of the Tegra group.

### **Hands on Duties Include but are not limited to:**

- Follow directions of the Plant Manager, attend to customer needs;
- Operate delivery trucks (concrete agitators, flat top, tippers), front-end loader;
- Ensure trucks, plant, equipment you are operating are maintained and kept clean and presentable;
- Report all plant and equipment faults and servicing requirements to the plant manager;
- House keeping duties such as, sweeping the yard area, mowing lawns, removing rubbish, cleaning workshop, office and amenities;
- In the absence of the plant manager operate concrete batching plant, including maintenance, ordering supplies, ie, sand, aggregate, cement, admixtures, additives, consumables etc;
- Co-operate with other concrete plant managers with servicing large jobs, truck transfers, staff absences etc. This may require early starts, late finishes and possibly staying away overnight.

### **Clerical Duties Include:**

- Ensure customers correctly sign for and receive delivery invoices, return C.O.D monies collected to the plant manager;
- Receive payments from Customers and pass these onto the Plant Manager;
- Complete and submit to the Plant Manager, Delivery invoices, Maintenance Management documentation- daily checksheets, fault reports, service requests; WHS documentation, timesheets etc.

**General:**

- Commit to always providing the highest level of customer service;
- Ensure at all times you are neatly dressed and presented in accordance with company policy and procedure;
- Conduct yourself in a proper and professional manner in accordance with company policy and procedure;
- Work in a safe manner in accordance with company WHS policy and procedures;
- Attend training seminars or courses as required;
- Complete in-house induction and training;

**Qualifications:**

- Hold a current Drivers Licence, minimum standard of HR; possess a NHVR National Driver Work Diary;
- Have General Induction White Card;
- Competency for Front Loader operation;
- Forklift operator's licence preferable;
- Heavy vehicle operation experience;

**Reporting:**

- Report directly to the 'Plant Manager' or in his absence to 'Area Manager';
- Liaise with the 'Fleet Manager' with regard to servicing, maintenance and breakdown of plant and equipment.