

**Position Description**

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| TITLE OF POSITION: Concrete Agitator – HR Licence CLASSIFICATION: Grade 5 |
| EMPLOYMENT STATUS: ⬜ Full-Time ⬜ Part-Time (Hours per week: ) ⬜ Casual |
| LOCATION: |
| REPORTS TO: |

1. **Position summary**

The Truck Driver – Concrete Agitator is responsible for the provision of effective customer service in the unloading and delivery of concrete, ensuring safe work practices at all times. The Truck Driver – Concrete Agitator is also responsible for maintaining the presentation of the Truck and ancillary equipment.

1. **Essential duties and responsibilities**

* Ensure safety procedures are followed at all times, in all work areas, both within the company and off-site
* Drives truck under loading hopper to receive sand, gravel, cement and water and start mixer
* Communicate and consider fellow employees and contractors to ensure a safe and productive work environment
* Daily prestart checklist, greasing and basic maintenance of truck and ancillary equipment
* Ensure all communication from Manager is understood and followed
* Follow defined WHS and Quality policies and practices
* Adhere to all Truck Driving laws and regulations
* At location move leavers on the truck to release concrete down the chute as advised by customer, ensuring safe practices at all times
* Collection of money from customers on delivery and returned to office
* Ensure all required documentation is complete and forwarded at appropriate times
* Ensure trucks and equipment are cleaned to prevent concrete hardening in the mixer and on the truck
* Spray surfaces with protective compound to prevent adhering of concrete
* Attend tool box meetings
* Be proactive in bringing new ideas to management
* Engage in any training as required
* Ensure compliance with company Policy and Procedures
* Other duties as assigned

1. **Required attributes**

* Good understanding of chain of responsibility legislation
* Excellent communication
* Positive and confident customer interaction
* Honesty and Integrity
* Think Safely
* Strong work ethic

1. **Required education and certifications**

* At least 2 years driving an agitator truck or related vehicle
* Heavy Rigid or Heavy Combination Licence
* Confined spaces competency
* First Aid Training