

JOB TITLE	STOREMAN/TRUCK DRIVER
DIVISION	PROJECTS
REPORTS TO	GENERAL MANAGER
DATE	4/11/2021

POSITION DESCRIPTION

Position purpose The Storeman/Truck Driver supports the Projects Division to contribute to the success of the company by providing storeperson and truck driving services.

Main responsibilities

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including Benmax WHSEQ systems
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- In the event of accidents or incidents, assist the supervisor to quarantine unsafe work areas, materials and equipment and make the situation safe
- Participate in team meetings

Position specific:

- Perform work as per schedule of works, quality and specifications in a manner that will not endanger yourself or others
- Liaise in a professional manner with site employees, subcontractors, suppliers, other project participants and clients
- Load, transport and unload materials in a safe and timely manner
- Provide relevant information to the supervisor for inclusion in Daily Site Diary
- Maintain accurate and timely stock records and documentation
- Resolve worksite issues quickly and effectively to keep work progress on track
- Use and maintain equipment correctly
- Advise the supervisor immediately of unsafe or potentially environmentally negative impact conditions or activities in the work area
- Report accidents, incidents and near misses to the supervisor
- Assist apprentices and new site/workshop employees to recognise job hazards or environmental issues and follow required procedures

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

Knowledge, skills and abilities

All roles:

- [Level 4 core competencies \(Site\)](#)

This position:

- Sound knowledge of truck driving rules and regulations
- Ability to use technology

Qualifications

- Truck driving licence
- Forklift licence

Industry membership/s

Not applicable

Experience

Experience in a similar role