

## Position Description

Vacancy Title: **Hiab Truck Driver**

Location: **Suva**

Reports To: **Works Manager (v 1.00)**

### Objective

The role is responsible for assisting the Stores, Corporate Services and Operation Department by providing them with timely and safe transportation. This role reports to the Storeman.

### Outcomes

#### Organisational Stakeholders

1. The driver is responsible for providing timely delivery and collection of documents & goods for FSHIL & ensuring that:

- Collect or deliver documents/goods to support FSHIL operations in a timely manner by using Company Van and Hiab Truck
- Transport workers to and from FSHIL
- Use Hiab truck to support repair and maintenance of slipway cradles
- Ensure that mails & bank deposit is delivered on time and to the addressee
- Ensure confidentiality of documents
- Lifting and transportation of heavy materials, equipment and machinery
- Ensure that vehicles are well maintained, clean & regularly serviced
- Assist in official functions or events required, work flexible hours to suit the business needs
- Assist stores in in cleaning, arranging of items
- Assist in loading and unloading of items to and from stores
- Assist stores in filling and maintaining of stock cards

2. Matters relating to the maintenance Vehicle handled effectively:

- The vehicle running sheet reconciled and submitted to the Supervisor
- Proper functionality of the vehicle ensured
  - servicing is conducted as per schedule
  - Inspection/fitness of the Maintenance Vehicle ensured with LTA
  - general cleanliness of the vehicle maintained efficiently at all times
  - Accident-free vehicle ensured
  - Courteous and friendly service provided to staff
  - Collaboration with the team to ensure timely transportation in a safe, cost-effective and efficient manner

3. Housekeeping and Health and Safety protocols are maintained at all times:

- The Storeroom is kept clean and organized at all times ensuring stocks can be stored efficiently in a dust/dirty free environment.
  - Housekeeping and health and safety protocols are monitored and ensured for the vehicle
- Health and safety procedures is adhered at all times:
  - all accidents and incidents are reported promptly
  - Unsafe driving practices are avoided
- the strategies and goals of the health and safety compliance are met within scope of work

4. Contributions made to the organisation's success proactively:

- Deadlines and service level agreements met at all times
- All departments are efficiently and effectively assisted as and when required by the Supervisor
- Any other work-related task assigned by the Supervisor that is within the capacity of the position holder is performed; teamwork is demonstrated
- Contributions made towards the organization's efficiency and improved productivity within -
  - cost reduction initiatives
  - process/systems improvement initiatives
- Contributions made towards the organization's profits in line with the scope of the work

5. The organisation's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

### Responsibilities - Key Competencies

| Competence      | Description |
|-----------------|-------------|
| <b>Business</b> |             |

| Competence         | Description   |
|--------------------|---|
| Risk Management    | Analyse and manage risk.                                    |
| Documentation      | Communicate using formal business writing.                  |
| <b>Operational</b> |   |
| Health and Safety  | Establish and maintain a safe and healthy work environment. |
| Stock Control      | Acquire and monitor stock to meet business needs            |

## Qualifications

| Qualification    | Discipline | Notes                   |
|------------------|------------|-------------------------|
| <b>Preferred</b> |            |                         |
| School Leaving   | Completed  | Form 6 pass             |
| <b>Desirable</b> |            |                         |
| Others           | Others     | Group 2,6 and 9 License |

## Work Knowledge and Experience

- Minimum of 5 years' experience in commercial service driving
- Demonstrated experience in driving heavy duty vehicles
- Some knowledge of minor repairs, servicing and maintenance of vehicle
- Knowledge of vehicle spare parts and suppliers

## Requirements

### Regulatory Compliance Requirements

- Drivers Licence

### Other Required Requirements

- No other required items found.

## Interactions

| Type            | Interaction    | Comments |
|-----------------|----------------|----------|
| <b>Internal</b> |                |          |
|                 | All staff      |          |
|                 | Manager        |          |
| <b>External</b> |                |          |
|                 | General Public |          |
|                 | Suppliers      |          |

## Attributes

### Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Energetic: Constantly active and driven to put in effort. Works hard to promote an enterprise.
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

- Realistic: Shows concern for facts and reality, rejecting the impractical.
- Team Oriented: Enjoys being with others as part of a group or team.

### Thinking Styles

- Conscientious: Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
- Disciplined / Systematic: Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
- Flexible / Adaptable: Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
- Initiative: Takes action and makes decisions without the help or advice of other people.
- Well Organized: Controls tasks in a well thought out and critical manner

## How To Apply

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## Contact for Enquiries

Contact Name: Mohammed Adnan

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Further Contact Information: --

**Closing Date: 31 Jan 2025**