

## Position Description

Vacancy Title: **Heavy Vehicle and Forklift Driver (x2)**

Location: **Suva**

Reports To: **Storeman (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 Heavy Vehicle and Forklift 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 Transport and Heavy Vehicle.
- Transport workers to and from FSHIL
- Use Heavy Vehicle 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 Company Transport and Heavy Vehicle are well maintained, clean & regularly serviced
- Assist in official functions or events required, work flexible hours to suit the business needs
- Assist stores in cleaning, arranging of items as and when required
- 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 of Company Transport and Heavy Vehicle handled effectively:

- The Company Transport and Heavy vehicle running sheet reconciled and submitted to the Supervisor
- Proper functionality of the Company Transport and Heavy vehicle ensured;
  - servicing is conducted as per schedule
  - Inspection/fitness of the Company Transport and Heavy Vehicle ensured with LTA
  - general cleanliness of the Company Transport and Heavy Vehicle always maintained efficiently
  - Accident-free Company Transport and Heavy 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

#### Business

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>		
Regulatory Compliance Certificate / License	Completed	Must have a clean; valid Class 2 and 9 Driving 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
- Good knowledge of road routes around Suva
- Computer literate and some knowledge of stock systems

## 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: 28 Mar 2025**