

**Position Title:** Pick Up & Delivery (PUD) Driver

**Reports To:** Transport Operations Supervisor

**Location:** Nelson

**Staff directly responsible for:** Nil

**Functional Working Relationships:**

Internal

- Management
- Team

External

- Customers

**Primary objective of the position:**

The PUD Driver is required to complete all driving and associated duties in an efficient and professional manner as requested.

**Duties:**

Attaining the primary objective of this position will involve a number of key tasks / duties which are carried out from time to time. Duties may vary and this list is not comprehensive or exclusive.

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**Key Task**

**Key Performance Indicator**

- **Road Transport Operations**
- All road transport requirements are efficiently carried out with effective support to management and company staff.
- *To achieve this objective the following will be required:*
- General and/or temperature controlled freight delivery work using designated vehicle.
- Interaction with clients using a courteous mannerism at all times.
- General vehicle maintenance, including general cleanliness to be undertaken as/when required.
- Forklift operation as required.
- Unloading and loading of freight at depot and upon delivery and pickup.
- Ensure all necessary paperwork is completed accurately and in a timely manner, including logbooks, consignment notes, and wage sheets.
- Operate as part of a rotating roster with varying start and finish times.
- Other general driving and associated duties as required.



### **Experience**

The PUD Driver must have the following experience:

- Previous experience in the freight industry
- Proven ability to work in a freight industry environment

### **Skills**

The PUD Driver must demonstrate the following skills:

- Advanced problem solving and fault finding abilities
- Well-developed communication and interpersonal skills
- Strong organisational and planning skills
- Ability to manage all aspects of the role in a pressurised environment
- Knowledge and application of industrial and personal safety behaviours

### **Competencies**

#### **Adhering to Principles and Values**

Upholds ethics and values, demonstrates integrity, promotes and defends equal opportunities, builds diverse teams, encourages organisational and individual responsibility towards the community and the environment.

#### **Relating & Networking**

Establishes good relationships with customers and staff, builds wide and effective networks of contacts inside and outside the organisation, relates well to people at all levels, manages conflict, and uses humour appropriately to enhance relationships with others.

#### **Applying Expertise and Technology**

Applies specialist and detailed technical expertise, develops job knowledge and expertise through continual professional development, shares knowledge with others, uses technology to achieve work objectives, and demonstrates an understanding of different organisational departments and functions.

#### **Delivering Results and Meeting Customer Expectations**

Focuses on customer needs and satisfaction, sets high standards for quality, quantity and productivities, monitors and maintains standards, works in a systematic, methodical and orderly way, consistently achieves work goals.

#### **Following Instructions and Procedures**

Appropriately follows instructions from others without unnecessarily challenging authority, follows policies and procedures, keeps to schedules, arrives punctually, and demonstrates commitment to the organisation.



**PUD DRIVER  
JOB DESCRIPTION**

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**Adapting and Responding to Change**

Adapts to changing circumstances, accepts new ideas and change initiatives, adapts interpersonal style to suit different people or situations, shows respect and sensitivity towards cultural and religious differences, deals with ambiguity, making positive use of the opportunities it presents.

**Coping with Pressures and Setbacks**

Works productively in a high pressure environment, keeps emotions under control during difficult situations, balances the demands of work and personal life, maintains a positive outlook at work, handles criticism well and learns from it.

**Professional & Personal Development:**

- Undertake identified personal training / development with the prior approval of the MD.

**Certification**

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Employee Signature		Supervisor's Signature	
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Printed Name	Date	Supervisor's Title	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to this position.	