

JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Heavy Duty Driver		
Report to:	Factory Supervisor/Production Foreman/Truck Foreman/Transport Supervisor		
Business unit/ Department	Production/Transport/Operations		
Grade:	Skilled Labor	Date:	April 2012
II. JOB DIMENSIONS: (Key Factors)			
Number of Staff Supervised	Direct Reports	-	
	Total	-	
Key Financial Dimensions: SR. <i>If none Insert "0"</i>	Operating/ Capital Budget	-	
	Revenues	-	
	Purchases	-	
	Assets	-	
	Others (Identify)	-	
III. JOB PURPOSE:			
Drive Truck Mixer, other Heavy Truck and aggregate trailers to load and deliver ready-mix concrete from factories to customer or project sites; haul aggregate from Quarry Plants to Factories according to factory daily requirements in a safe and effective manner.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> Transport Manager; Factory Supervisor, Factory Production & Maintenance Supervisors, Production Foreman, Site Liaison, other Production & Maintenance team; Concrete Technicians, Material Receiver; Quarry Production team; and other Heavy Duty Drivers. 			
External			
<ul style="list-style-type: none"> Customer/Clients, Contractor' Construction team, Heavy Duty Drivers from Independent Transport Contractors. 			

V. WORKING CONDITIONS:			
<ul style="list-style-type: none"> Work outside or in the field exposed to extreme weather conditions, dust, noise, mechanical hazards, and dangerous or toxic substances. 			
HAZARDS & ATMOSPHERIC CONDITIONS			
Hazards and Atmospheric Conditions Types	Y/N	Hazards and Atmospheric Conditions	Y/N
<ul style="list-style-type: none"> Exposure to Fumes 	N	<ul style="list-style-type: none"> Mechanical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Dust 	Y	<ul style="list-style-type: none"> Chemical Hazards 	Y
<ul style="list-style-type: none"> Exposure to Extreme Temperatures 	Y	<ul style="list-style-type: none"> Electrical Hazards 	N
<ul style="list-style-type: none"> Wet and/or Humid 	Y	<ul style="list-style-type: none"> Radiant Energy Hazards 	N

▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	Y	▪ Burn Hazards	N
▪ Mists or gases	N	▪ Other	N
Comments.			
EQUIPMENT & TOOLS			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Truck Mixer			
▪ Heavy Truck			
▪ Tractor Head unit			
▪ Aggregate Trailer			

VI. ACCOUNTABILITIES:	
DESCRIPTION:	KEY RESULT AREA (KRA)
Transportation: <ul style="list-style-type: none"> Transport and delivers heavy goods or materials to various locations using heavy truck equipped with mixer, tractor head and trailer combinations; check the goods or materials before transport and secure the materials in place and ensure that the goods or materials will be delivered and arrived to the destination on time in order to meet the business requirements. 	<ul style="list-style-type: none"> Compliance with all safety rules and regulations. Number of accidents.
Equipment Maintenance: <ul style="list-style-type: none"> Follow preventive maintenance schedule as planned on the equipment and make job request for any repairs required to ensure the equipment is well maintained and corrective maintenance done to keep the machine in good operating condition. 	<ul style="list-style-type: none"> Response time to operation/maintenance request Preventive maintenance done and completed as planned
Equipment Inspection: <ul style="list-style-type: none"> Perform daily inspection and check the physical condition of equipment before starting work in order to ensure that the machine is free from any defect or damage so as to maintain the equipment in working condition. Report any fault, malfunction, and/or observed defects on the machine to the foreman or supervisor so that corrective maintenance or action is taken before any danger to the jobholder or damage to the machine happens 	<ul style="list-style-type: none"> Equipment efficiency Failures mitigated
Quality of Work: <ul style="list-style-type: none"> Perform tasks in the most effective and efficient manner to ensure quality and quantity of work that will contribute to the overall work efficiency of the production team to produce required volumes. 	<ul style="list-style-type: none"> Time taken to effect quality correction. Level of rejects.

VI. ACCOUNTABILITIES: Continue.	
DESCRIPTION:	KEY RESULT AREA (KRA)
Routine Maintenance : <ul style="list-style-type: none"> Check the vehicle regularly and carry out temporary repairs if some distance away from a garage or workshop in order to ensure the vehicle is in good running condition. Take the vehicle to the service workshop for non-routine maintenance or repair. 	<ul style="list-style-type: none"> Breakdown of vehicles due to inadequate maintenance.
Policies & Procedures: <ul style="list-style-type: none"> Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner. 	<ul style="list-style-type: none"> Audit of compliance to operational procedures and instructions.
Safety, Quality & Environment: <ul style="list-style-type: none"> Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety/the safety of others is not jeopardized and a minimum level of product/service quality and environmental impact can be guaranteed. 	<ul style="list-style-type: none"> Audit of compliance to safety, quality and environmental procedure and instruction. Frequency of Lost Time Incident's, safety incidents and near misses.
Traffic Regulations : <ul style="list-style-type: none"> Drive the vehicle safely abiding by all the traffic rules and laws of the Kingdom and complying with all the safety regulations of the Company in order to ensure the safety of the passengers and goods transported. 	<ul style="list-style-type: none"> Number of infractions of the law or company policies, rules and regulations.
Cost Effectiveness : <ul style="list-style-type: none"> Choose routes suitable for vehicles that are cost effective in terms of time, fuel efficiency and minimize vehicle running costs for the company. 	<ul style="list-style-type: none"> Operating and running cost of heavy vehicles vs. cost budgets.
Vehicle Registration : <ul style="list-style-type: none"> Keep track of the expiry of vehicle license registration and ensure that all heavy vehicles are properly licensed for being driven on KSA roads. 	<ul style="list-style-type: none"> All vehicles have valid registration licenses at all times.

VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)
<ul style="list-style-type: none"> None.
VIII. QUALIFICATIONS & EXPERIENCES:
EDUCATION
<ul style="list-style-type: none"> High School or Primary School graduate + Driving Training Course or Combination of education and experience
MINIMUM EXPERIENCE
<ul style="list-style-type: none"> 5 years in Ready-mix Concrete, Transportation, Construction or similar field.

VIII. JOB-SPECIFIC SKILLS:			
JOB-SPECIFIC SKILLS	LEVEL	JOB-SPECIFIC SKILLS	LEVEL
<ul style="list-style-type: none"> None. 			

X. JOB-GENERIC SKILLS:

JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
▪ Health & Safety Systems	Good	▪ Maintenance Principles	Good
▪ English Language	Average	▪ PC	N/A
▪ Knowledge of Policy & Procedure	Good	▪ Presentation	N/A
▪ Quality Management Systems	N/A	▪ Project Management	N/A
▪ Time Management	N/A	▪ Written Communication	Average
▪ Environmental Management Systems	N/A	▪ Engineering Principles	N/A
▪ Financial Awareness	N/A	▪ Engineering Project Costing	N/A
▪ Microsoft Dynamics AX	N/A	▪ Financial Accounting	N/A

XI. CORE COMPETENCIES: (8-10)

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Adaptability	Developing	▪ Teamwork	Developing
▪ Initiative	Developing	▪ Customer Focus	Developing
▪ Cooperation	Developing	▪ Continuous Learning	Developing
▪ Communication	Developing		

XII. Technical Competencies: Specific Competencies Job Related (2-3)

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Metrics & Performance Measurement	Developing	▪ Technical Expertise	Developing

XIII. APPROVALS:

Line Manager (Dept. Manager / Function Head):

Signature

Date

HR Director:

Signature

Date