
JOB TITLE TRUCK DRIVER – PART TIME, PERMANENT

DATE 22 OCTOBER 2026

REPORTS TO SAM PRYDE, OPERATIONS MANAGER

POSITION DESCRIPTION

Position purpose

A truck driver in this position is responsible for the timely delivery of goods from one location to another, potentially with stops during the journey. The driver will be responsible for the product during the journey and will oversee the loading and unloading processes.

This is a permanent, part time role with the possibility of becoming full time as workload increases.

Main tasks

Core objectives include:

- Transport heavy machinery from one destination to another
- Competently load and unload machinery on to trailer, and secure it safely to the trailer
- Drive vehicle combinations to destinations in accordance with regulations and company procedures
- Ensure that all documentation required to move with load is available for inspection and that appropriate paperwork accompanies load
- Maintain records required for compliance with national regulations
- Hook and unhook trailers
- Submit pre-trip inspections and, if required, vehicle defect reports on truck and trailing equipment prior to commencing shift
- Check vehicle maintenance before driving e.g. tyre levels, fuel, oil etc
- Being physically able to perform frequent lifting, pulling, pushing and carrying
- Accurately record work and loads in daily timesheets
- Adhere to Health & Safety standards of both employer and clients

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Fulfil other duties as required (such as manual labour activities) by management and other department personnel as requested.

Required qualities

- Professional approach
- Responsible with a strong work ethic
- Dedication to ensuring Health & Safety responsibilities
- Organisational and time management skills
- Have a good level of physical fitness and strength

Desired competencies

- Strategic thinking
- Positive approach to change

- Good written and verbal communication

PERSON SPECIFICATION

Experience	• At least 5 years' experience truck driving and transporting heavy machinery
Knowledge	• Knowledge of relevant NZ legislation
Skills & competencies	• Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. • Teamwork: willingness to assist and support others as required and get on with team members. • Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties in an efficient and timely manner.
Other	• Clean, Full Class 1, 2, 3, 4 and 5 driving licences (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

PRYDE CONTRACTING VALUES

It is expected that Pryde Contracting's values and behaviours are demonstrated at all times. These are:

PRIDE:	This may be our company name but it's also an outcome that we strive to achieve: it means we choose integrity every time; we do the right thing for the job, for the client and for our company reputation.
PROFICIENCY:	This value is about ensuring we have excellent staff with top notch skills and varied experience. Linking in with Pride and Integrity, it's about ensuring our people are appropriately trained and qualified for their job, and also reflects our dedication to offering training and support for team members who are keen to learn and grow in their field.
POSITIVITY:	This is about our attitudes; we want to build a team of can-do people who are eager to support each other, muck in, and look for solutions during difficult situations. This means showing respect and kindness to every staff member and client.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date