

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Transport Driver	LOCATION:	Hamilton Island
DIVISION:	Corporate Services	DIRECT REPORTS:	Nil
REPORTS TO:	Transport Operations Manager & Transport Team Leader	INDIRECT REPORTS:	Nil
DATE PREPARED:	February 2012		

JOB PURPOSE

Responsible for the transport of guests & employees, in a safe, professional and timely manner operating Resort Link and buses as required.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Completes all required vehicle check paperwork and refers any maintenance issues to management
- Ensures all vehicles are maintained in a clean, safe, secure and operable condition at all times
- Assist with guest and employee transfers as necessary, including boarding and disembarking when required
- Assist guests with luggage loading when required, always ensuring correct lifting techniques are adhered to
- Operate vehicles in accordance with all Queensland Transport Regulations & HIE policy, including additional requirements for carrying disabled passengers
- Identifies hazards and operates vehicles to ensure safety of all passengers at all times
- Ensures all maintenance and safety hazards are promptly reported to management to minimize hazard risk and ensure a high level of guest satisfaction at all times
- Maintain an up to date knowledge of all chemicals and cleaning products, and the correct handling procedures. Ensure additional cleaning programs are undertaken as directed and to the performance standards required
- Ensure all lost property items left in vehicles are documented on report, and submitted immediately to Security Department
- Ensure all keys to vehicles are held secure and not accessible by any other party at any time

EXPERIENCE & QUALIFICATIONS

- Current LR license or higher (Essential)
- Current Queensland Transport Driver's Authorisation (Essential)
- Previous experience driving buses and transport vehicles (Essential)
- Safety and awareness (Essential)
- Hospitality or resort experience (Desirable)
- Higher School Certificate or equivalent (Desirable)

PERSON SPECIFICATION/SKILLS

- Excellent personal presentation
- Excellent communication and interpersonal skills
- Reliable and flexible in terms of shifts and rosters
- Friendly and helpful attitude
- Be physically fit (this role will require you to undertake some heavy lifting from time to time (guests' bags and luggage))



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KEY WORKING RELATIONSHIPS

- Guests of Hamilton Island
- All HIE employees
- Concessionaires
- Contractors
- HIE Executive Team and Stakeholders
- Hotels Department
- Island Concierge