



GASCOYNE JUNCTION MAIL RUN DRIVER

JOB DESCRIPTION FORM

Dust Up Projects are the Australia Post contractors, delivering mail and general freight to the pastoral stations, roadside camps east of Gascoyne Junction and the town site of Gascoyne Junction. We are looking for a reliable and friendly driver who is based in Carnarvon to work with us on a permanent basis for an average of 42 hours a week.

We are a husband-and-wife team both in full time jobs who are looking to employ someone that will have daily oversight of the business. The successful candidate would manage the day-to-day front of house of the business, including manning the mail run phone. As a team either Ben or Alex will help with loading at Woolworths, attending to any new freight enquiries, and managing the accounts.

This position would ideally suit someone who is motivated, a good communicator and loves driving in the bush. There is opportunity for upskilling and professional development in this role including obtaining your Heavy Rigid licence and dangerous goods ticket. The hours are flexible on Friday (with no weekend work) providing ample fishing time along our coastline!

Roles and responsibilities

- Load and unload general freight
- Secure loads - ropes, straps, dog & chain, tarps, gates etc.
- Complete consignment notes
- Take phone calls and emails for freight requests
- Maintain a vehicle maintenance schedule
- Drive a 2020 Hino FG1628 XXL Long, dual axle 4 x 2 with 6metre chiller box and freezer and a dog trailer, as required.
- Weekly catch ups with Ben and Alex

Essential criteria

- Current WA Medium Rigid (MR) License
- Current forklift ticket
- **Be physically fit. There is at least 12 hours of manual loading and unloading of freight on the run**
- Neat & tidy appearance
- Provide a high level of customer service, and be willing to communicate on the phone
- Complete brief training by Australia Post
- Complete police clearance paperwork from Australia Post
- Demonstrated record keeping

Desirable criteria

- Knowledge of the area

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Remuneration

The hours worked on this position are between 40-44 hours per week. The run alternates each week between the Lyons River run (40 hours) and the Dairy Creek/Burringurrah run (42 hours) and there may be up to 44 hours of work each week.

The remuneration package for this position consists of the following:

- Cash component – annual salary range \$100k to \$120k depending on qualifications and experience.
- Cash component - \$45 overnight allowance for each overnight stay, usually twice weekly
- Cash component – 12% superannuation
- 4 weeks Annual Leave
- Uniform allowance of \$250 – this will be supplied to you

You will be provided with a letter of offer if you are successful in the interview process that will outline the package being offered to you.

You are entitled to 4 weeks annual leave (or 152 hours), 2 weeks of personal/carer's leave (or 76 hours), 2 days unpaid carer's leave per occasion and 2 days paid compassionate leave per occasion.

MS852 DAIRY CREEK Mail Run - Schedule of mail run

Below is an example of the weekly schedule. Each week the order of stations changes so that you either go clockwise or anti-clockwise on the run (Dairy Creek or Lyons River way) and once a fortnight on the Dairy Creek run we go to Burringurrah Aboriginal Community, and you are paid an additional 2 hours for this trip.

Overnight rests on a Wednesday night is at a self-contained room provided at Mt Augustus station. A living away from home allowance is provided to cover this inconvenience.

MONDAYS

- 0730** Arrive at Truck and carry out pre-start checks (fill in check sheet). Turn on the chiller unit.
- 0800 -1030** Start freight pickups (Toll/ Elders/ CAST / Toll/ etc) and tie down.
- 0830** Load at Woolworths (Alexandra St).
- 0915** **Arrive at Post Office to pick up Outgoing Mail**
- 0930 – 1030** Carry on with freight pick ups (IGA / R&L /Al's Liquor)
- 1030 – 2000** Carnarvon – Gascoyne Junction – Top Drill – Home (582km)
- Jimba Jimba station
 - Shire of Upper Gascoyne
 - Bidgemia station
 - Top Drill

Approx 12.5 hrs total

TUESDAYS

0800 Deliver any return freight back to Carnarvon (NB if returning empty gas bottles, reload with full ones at the same time)
Deliver incoming mail to Carnarvon Post Office
Approx 2 hrs total

WEDNESDAYS

0730 Arrive at Truck and carry out pre-start checks (fill in check sheet)
0800 Commence freight pick-ups at Toll/Mitre 10/Auto Pro/R&L etc
0830 Woolworths
0930 **Arrive at Post Office to pick up Outgoing Mail**
1030 Al's Liquor store/ IGA/Elders
1230 Leave Carnarvon to deliver Mail and Freight (SEE RUNS BELOW)

Dairy Creek Run with Burringurrah		Lyons River run	
Wednesday	Thursday	Wednesday	Thursday
DOORAWARRAH (1400)	START 6.30am	DOORAWARRAH (1400)	START 6.30am
JIMBA JIMBA	Unload at MATP	JIMBA JIMBA (1520)	Unload at MATP
SHIRE	BURRINGURRAH (7am)	SHIRE (1530)	MT PHILLIP (8.10am)
BIDGEMIA (1530)	WANNA (10am)	LYONS RIVER (1635)	DELTA
DAIRY CREEK (1630)	MINNIE CREEK (12.00)	EUDAMULLAH (1710)	YINNETHARRA (9.15)
MOOLOO (1715)	EUDAMULLAH (1315)	MINNIE CK (1830)	WEEDARRAH
WEEDARRAH (1730)	LYONS RIVER (1430)	EDMUND	MOOLOO (11am)
YINNETHARRA	SHIRE (1515)	WANNA (2030)	DAIRY CK (11.40am)
DELTA	JIMBA JIMBA	COBRA (2100)	BIDGEMIA (12.10am)
MT PHILLIP (1930)	CARNARVON (1700)	MT AUGUSTUS (2130)	SHIRE
COBRA (2000)		OVERNIGHT	JIMBA JIMBA (1330)
MT AUGUSTUS (2030)			CARNARVON (1530)
OVERNIGHT			

Approx 14 hrs total

THURSDAYS

- Carry out pre-start checks at approximately 0600
- Continue mail and freight deliveries
- Pick up mail and any return freight from Gascoyne Junction Shire
- Pick up mail from Jimba Jimba
- Deliver any return freight to Carnarvon businesses
- **Deliver incoming mail to Carnarvon Post Office**

Approx 10 hrs total

FRIDAYS

- Any general maintenance/cleaning/repairs scheduling
- Any remaining freight drop offs
- Drop off vehicle checklist + consignment notes to Alex

Approx 2 hrs total

Please note that this is an average week itinerary only. Extra trips/freight runs may be required occasionally (extra wages will be paid if extra hours are worked)