

Position Description



POSITION TITLE: Truck Driver

POSITION NO: TBA

DEPARTMENT: Engineering Services

LOCATION: Council Depot, Nymagee Street, Nyngan NSW.

REPORTS TO: Shire Road Works Coordinator

DIRECT REPORTS: None

STATUS: Casual

TYPE: Casual

GRADE: Grade 4

HOURS: Up to 38 hours per week

DATE PREPARED: 24/8/2015

DATE REVISED: 04/07/2019

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION SUMMARY

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this outcome through the provision of well-constructed and maintained road networks enabling safe and efficient movement of people and freight throughout the shire.

MAIN JOB PURPOSE

The purpose of this role is to provide quality material haulage operations for a well-constructed and maintained road network within Bogan Shire. This position may also be required to operate a low loader and to operate a truck as a tipper.

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff
- Roads and Maritime Services

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- *Work Health and Safety Act 2011* requirements for maintaining a safe and healthy workplace environment.
- Understanding, compliance with and promotion of Work Health and Safety (WH&S)
- Relevant Strategic and Operational Plans

KEY TASKS / ACCOUNTABILITIES

1. Competently drive, load and unload trucks over 30,000kg GVM, including operating and maintaining other heavy plant and equipment including Water Cart, Backhoe, Skid Steer & Front End/Low Loader on maintenance and construction operations on all Bogan LGA roads (rural, regional and highways).
2. Work as a team member to provide efficient operations and complete construction and maintenance works on bitumen and sealed and unsealed surfaces the Bogan Shire Council road network.
3. Ensure quality works are completed within budget, to contract and safety requirements and meet project deadlines.
4. Conduct operational, maintenance and safety checks of plant, equipment and worksites prior to starting daily duties.
5. Operate to acceptable standards and maintain in a safe and operational manner all Council plant, materials, tools and equipment, including Loader, Backhoe, Forklift and Skid Steer.
6. Complete accurate and timely records associated with the functions and completion of work, including timesheets, tasking sheets and plant operating sheets.
7. Store Council plant, equipment and materials securely.
8. Competently operate communication equipment in an appropriate manner.
9. Report any loss or damage to Council plant, equipment or materials on the appropriate forms.
10. Ensure appropriate use of all safety equipment; including Personal Protection Equipment (PPE), signs, lights, barriers bollards and other traffic management equipment.
11. Follow Council's Requisition and Stores Procedures for acquiring relevant equipment, uniforms and work specific items.
12. Maintain Council's customer service standards and organisational values.
13. Understand, comply with and promote the principles and legislative requirements of Work Health and Safety (WH&S) and records management.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY RESULT AREAS

1. Completion of annual road maintenance and works program.
2. Provision of efficient and cost effective operations for maintenance and construction of rural roads, including remote areas.
3. Provision of efficient and cost effective operations for routine maintenance and ordered works on the State Highways under the Roads Maintenance Council Contract for the Roads and Maritime Services.
4. Skilled operation of Council plant and equipment is performed to a high standard and within specified timeframes.
5. Regular maintenance of Council plant and equipment is carried out to specified requirements.
6. All applicable Council policies and procedures are followed.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

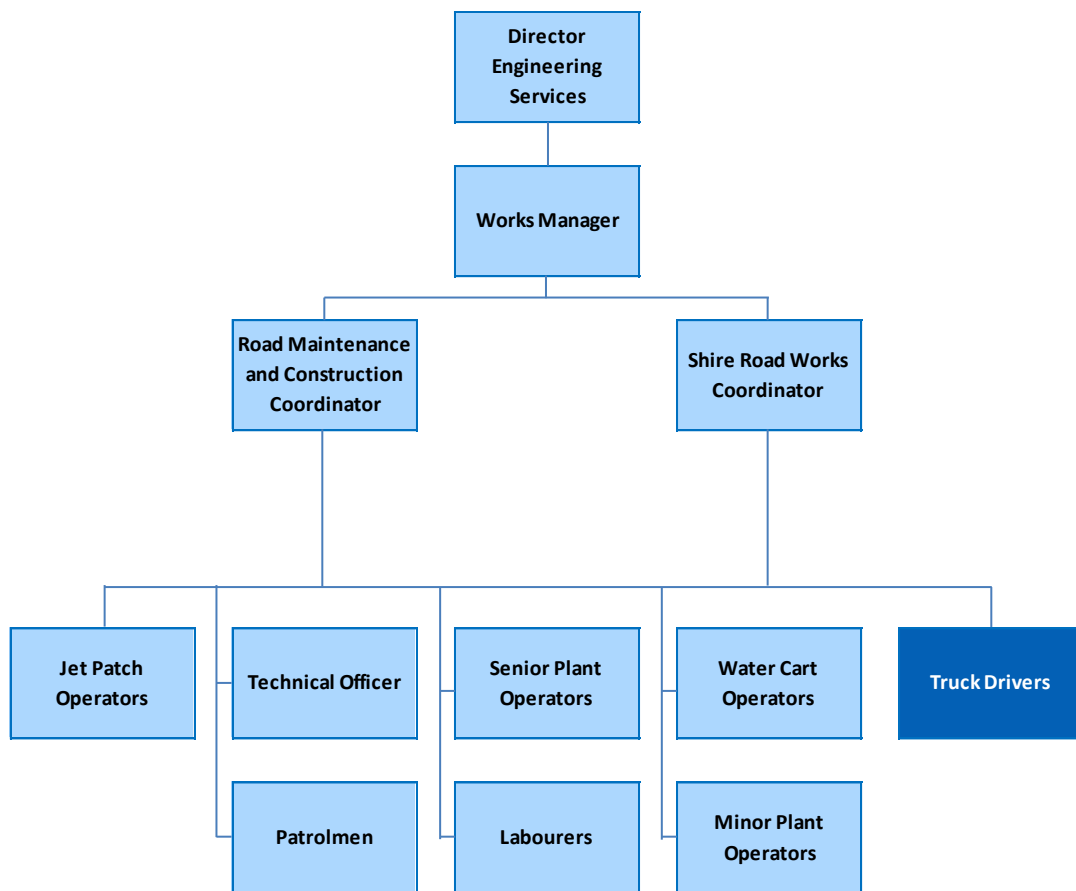
Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for casual work.
- Hours of work are Monday to Sunday, up to 38 hours per week, start and finish times dependant on works projects, 30 minute morning break, and 30 minute meal break.
- Superannuation paid by Council in accordance with legislative requirements.
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE) as per Council's Sun Protection, Clothing and Personal Protective Equipment Policy.
- Carry out work in a wide variety of environments – outdoors on worksites/indoors in the office.
- Bogan Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

KEY SELECTION CRITERIA

Essential:

1. Hold a current class HC drivers licence.
2. Hold a current WorkCover NSW OHS Construction Induction Card.
3. Proven numeracy and literacy levels usually associated with Year 10 Secondary Education.
4. Demonstrated experience in driving, loading and unloading operations of trucks over 30,000kg GVM; including the provision of quality operations for maintenance and construction on all Bogan LGA roads (rural, regional and highways), with competency in operating and maintaining other heavy plant and equipment including Water Cart, Backhoe, Skid Steer & Front End/Low Loader or demonstrated ability to obtain certificate to operate.
5. Proven knowledge and experience in civil construction operations, preferably applicable to the local government context, with the demonstrated ability to apply this knowledge to meet project deadlines, ensuring quality works are completed within budget and to contract and safety requirements.
6. Demonstrated ability to plan work and think independently with a proactive approach to problem solving to achieve results.
7. Ability to communicate clearly and effectively to establish and maintain cohesive and co-operative interpersonal relationships through demonstrated leadership, motivation and delegation skills.
8. Well-developed organisational and time management skills; including proven ability to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines.
9. Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S) and records management.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.
11. Certificate III in Civil Construction (Plant Operations) or equivalent **OR** minimum 12 months' proven relevant operational experience in civil construction operations.

Desirable:

1. Current First Aid Certificate.
2. Hold a Yellow card – Apply Traffic Control Plans.
3. Hold a Blue card – Traffic Control at Worksites.
4. Hold a Red card – Select Modify Traffic Control Plans
5. Hold a Licence to Operate a Forklift Truck and WorkCover NSW Notice of Satisfactory Assessment, previous National Competency Licences or qualified assessment for Roller, Backhoe, Skid Steer & Front End Loader.
6. Experience in Local Government operations.