

Position Description

Position Details			
Position title	Fleet Facilities Relief Heavy Vehicle Driver/Plant Operator	Position number	PD197
Group	Assets and Operations	Previous position numbers	CM152
Section	Works and Assets	Reports to	Fleet Facilities Coordinator
Area	Works	Evaluated / approved by	Ian Macfarlane
Team	Fleet Facilities	Version number	June 2022
Position level code	6 (Line-level employee)		
Position statement	Provide assistance to workshop staff and act as relief plant/heavy vehicle operator.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
General maintenance and workshop duties.	<ul style="list-style-type: none"> Provide assistance and act under the direction of the Workshop Coordinator, Workshop and Fabrication staff. Carry out general maintenance on BVSC's depot infrastructure as directed 	<ul style="list-style-type: none"> Work is carried out accurately, completely, safely and within the required or expected timeframes. All directions and instructions are complied with. Depot buildings and yards remain tidy, safe and in a presentable condition. Any deficiencies or hazards are reported using appropriate procedures.
Relief Operator for BVSC fleet	<ul style="list-style-type: none"> Act as relief operator of BVSC's fleet, including (but not limited to): <ul style="list-style-type: none"> low loader; tipper/ dog trailer combination; and Various plant vehicles and equipment. Undertake plant/vehicle pre-start safety and maintenance checks. Operate equipment during emergency event situations as required by the Coordinator. 	<ul style="list-style-type: none"> Meet all legislative, regulatory, codes of practice, and BVSC policies and procedures relating to vehicle and plant operation. Perform operator maintenance as per manufacturers' specification or under guidance from workshop trades staff. Pre-start safety checks and maintenance checks are always undertaken.
Administration	<ul style="list-style-type: none"> Organise travel permits and complete log books. Schedule bookings for the float. Maintain workplace documentation including (but not limited to) logbooks, daily running sheets, records and statistics, timesheets, action requests, records of meetings, incident reports, plant hire sheets, and quality assurance records. Adherence to all current and applicable policies and procedures. Report workplace incidents and identified hazards. Participate in team meetings. 	<ul style="list-style-type: none"> Log book to be completed in accordance with regulatory requirements. Sound knowledge of legislative requirements relating to low loader oversize/over mass operations. 100% compliance to all BVSC policies and procedures regarding both execution of daily duties and general conduct. Adherence to all legislative, regulatory, codes of practice, and BVSC policies and procedures. All workplace documentation is correctly prepared and made available to the appropriate persons or organisation in a timely manner. Incidents and hazards are reported within the required timeframe using the correct BVSC procedure. Regularly provide input and suggestions to team planning activities.

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Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Innovation and adaptability	<ul style="list-style-type: none">• Willingness to suggest and adopt new initiatives.• Capacity to adapt to and promote change in the workplace.• Identify and use contemporary technology and equipment.	<ul style="list-style-type: none">• Promote, support and adopt new initiatives, methods, technology and equipment.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Well-developed skills in the operation and routine maintenance of heavy combination vehicles and associated equipment with a sound understanding of load securing techniques.
- Experience in the operation of major plant items including loading and unloading of a low loader.
- Experience in the operation of tipper and dog trailer combinations.
- Experience in forklift operation and dogging with the ability to load and unload trucks and trailers.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as Work Cover or competency licences relating to heavy plant operation including but not limited to; bulldozer, excavator and telehandler

Selection criteria – qualifications and licences

- Current NSW HC (Heavy Combination) drivers licence
- School Certificate (Year 10) or equivalent
- SafeWork NSW General Construction Induction Card (White Card)
- HLTAID003 - Provide first aid
- National Licence to perform high risk work: NSW Class LF: Forklift truck
- National Licence to perform high risk work: NSW DG: Dogging

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 1	Level: 4	Award	Local Government (State) Award 2017
BVSC grade	4			
Pattern of work	7.00am to 4.00pm eight days per fortnight and 7.00am to 3.30pm one day per fortnight, with a half hour unpaid lunch break each day			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Emergency work as required outside core working hours			

Delegations

Staff	Number of direct report positions: Nil	Staff span of control: Nil
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Purchase card limit: \$1000
Statutory	As per BVSC Register of Delegations	
Security	Access to BVSC Depots Monday to Friday, 6am to 6pm	

Benefits

Motor vehicle	Not applicable		
Information technology	<input type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Safety boots, eye protection, head gear, gloves, waterproofs, ear defence.		

Benefits	
Tools	Toolbox and vehicle accessories (issued to specific vehicle)

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Relief Heavy Vehicle Driver/plant operator

PD Number(s) PD 197

Completed by Name: Deon Constance Date: 27/06/2022

Administration		Notes
Computer Use <i>generic screen based</i>	Minimal Likelihood	
Sitting at desk	No	
Standing for long periods <i>if yes, please indicate length in hours</i>	Minimal Likelihood	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Minimal Likelihood	Associated tasks with general labouring
Moderate Lifting/Carrying (10-15kg)	Minimal Likelihood	Associated tasks with general labouring
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i> Associated tasks with general labouring
Climbing	Yes	Associated tasks using load restraint techniques
Bending	Yes	Associated tasks using load restraint techniques
Kneeling/Squatting	Yes	Associated tasks using load restraint techniques
Reaching	Yes	Associated tasks using load restraint techniques
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Minimal Likelihood	Associated tasks with general labouring

Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Minimal Likelihood	Associated tasks with general labouring
Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	When driving/loading
Walking <i>including distance eg job sites</i>	Minimal Likelihood	Associated tasks with general labouring
Walking/running up and down steep slopes	Minimal Likelihood	Associated tasks with general labouring and loading/unloading
Walking whilst pushing/pulling object	Minimal Likelihood	Associated tasks with general labouring
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i> Associated tasks with general labouring and loading/unloading
Works in a customer service environment	No	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Minimal Likelihood	When refueling plant and equipment
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Minimal Likelihood	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i> Associated with plant and equipment operation

Exposure to airborne odours and particles means a contaminant in the form of a fume, mist, gas, vapour or dust	Minimal Likelihood	<p><i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i></p> <p>Exposure to dust when operating plant and general labouring</p>
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Exposure to sunlight work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm	Yes	<p><i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i></p> <p>Assosiated with general labouring and loading/unloading</p>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel travel to/from job site	Yes	
Plant/Equipment operation	Yes	Can be sitting for periods of time operating plant/vehicle/equipment
Cyclic Workload		Notes
Peaks and Troughs	No	
Frequent overtime	Minimal Likelihood	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	No	
Tasks involving interacting with distressed people	Minimal Likelihood	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form

will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.