



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Truck Driver/Labourer - Flocon		
Position Number:	303	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	3	Award Band and Level:	Band 1 Level 4
Position Reports to:	Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 June 2016	Date Last Reviewed:	9 May 2017
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Design Delivery
- Infrastructure Management
- Recreation Services
- Waste and Environment Services

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to;

- Undertake truck driving duties, for allocated plant, associated with the maintenance and construction of roads, paved areas, drainage facilities & parks.
- Undertake general labouring duties associated with the maintenance and construction of roads, paved areas, drainage facilities & parks.

KEY ACCOUNTABILITIES

1. Undertake truck driving duties including:
 - Operation of the Flocon truck, conveyor and emulsion system.
 - The transportation of stores equipment and materials.
 - The loading, unloading, and securing of stores, equipment, and materials as required.
 - Maintain the truck in a clean and well presented condition.
 - Undertake minor servicing on a daily basis or as required.
 - Perform major servicing of the truck in conjunction with the workshop personnel as required.
 - Perform maintenance of Flocon chains, conveyor and emulsion system.
2. Undertake general labouring duties including:
 - Manual handling of materials, e.g. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture and roadside cleaning.
 - General asphalt and bituminous sealing works, e.g. pothole patching, asphalt works and sealing operations.
 - Erection of erosion and sediment control measures such as silt fences, gabions and turfing.
 - Landscaping works.
3. Ensure that best practice work methods are adopted on work tasks.
4. Operate and maintain small plant and equipment e.g. plate compactors, hand mowers, hand tools, brush cutters, small fuel driven roller, and concrete vibrators.
5. Ensure that traffic at work sites is appropriately controlled in accordance with relevant legislative requirements and standards, including the placement of signs, lights and barriers.
6. Respond to emergency events on a roster basis if required.
7. Develop and maintain a positive team culture focused on teamwork and cooperation.
8. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
9. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
10. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated experience in the operation of a Flocon truck.
2. Demonstrated sound experience and knowledge of road and drainage construction and maintenance techniques.
3. Demonstrated experience and competency in undertaking labouring duties for civil projects and maintenance works.
4. Demonstrated experience and competence in the safe operation, servicing and maintenance of vehicles.
5. Demonstrated sound experience in the safe operation of minor plant and equipment.
6. Demonstrated ability to work cooperatively in a team environment.
7. Demonstrated basic literacy, numeracy, verbal and written communication skills.
8. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

9. Holder of all of the following;
 - Current class MR (unrestricted) driver's licence
 - Work Health and Safety General Construction Induction (White Card)
10. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
 - Current Traffic Controller Certificate
 - Current Traffic Controllers Certificate (Implement Traffic Control Plans)
 - Safe Working Near Powerlines

Highly Desirable

1. Holder of the following;
 - Current class HR (unrestricted) driver's licence
 - First Aid Certificate including CPR
 - Fire Extinguisher Certificate
2. Demonstrated experience and knowledge of concrete construction and finishing skills.
3. Demonstrated basic carpentry skills.
4. Demonstrated basic knowledge of landscaping requirements.
5. Completion of Asphalt Placement and Compaction Course

SIGNATURE

Employee

Full Name:

Signature:

Date: