

# Role Description

## Crew Member Driver



<b>Title</b>	Crew Member Driver
<b>Classification/Grade/Band</b>	Band 1 Level 3
<b>Group/Unit/Section</b>	Roads, Transport, Drainage & Waste / Construction and Project Management / Construction Delivery
<b>Reports to</b>	Team Leader Construction Delivery

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthen and support the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Crew Member Driver is responsible for working as part of the Spray Sealing Crew and, as part of that team, be responsible for the efficient delivery of Council's Spray Sealing Program. This program is part of the Road Treatment Program and Council's Capital Works Program. Sealing works will also be undertaken for other sections of Council and external contractors, when required .

The position of Crew Member Driver is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Operate plant as required such as a loader, street sweeper and multi-tyred roller, and spreader truck;
- Perform manual tasks associated with Spray Sealing;
- Perform general road construction work including concreting, pipe laying and traffic control;
- Form, pour and spread materials such as concrete, road base and asphalt;
- Operate small plant and equipment including electrical power tools, pneumatic hammers, vibrators, hand compactors and chainsaws;
- Perform landscaping works such as levelling dirt, planting turf and plants and building retaining walls;
- Assist with activities designed to meet the Crew's objectives;
- Follow safe work practices and take reasonable care of own and others health and safety;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Crew Member Driver influences the external environment by meeting basic standards of service;
- The Crew Member Driver is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Has little or no responsibility for budget development;



- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;



- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

### **QUALIFICATIONS**

#### **Essential**

- Current HR Drivers Licence;
- Current RMS Traffic Control Certificate;
- Front-end Loader Operations Certificate of Competence;
- Valid Construction General Induction Card, NSW WorkCover or equivalent.

#### **Desirable**

- Dangerous Goods Licence;

### **EXPERIENCE**

- Demonstrated experience in the operation of a spreader truck front end loader, street sweeper and multi-tyred rollers;
- Demonstrated experience in general roadworks including concreting, pipe laying, soil erosion control measures, and traffic control;
- Demonstrated sound knowledge of road safety signage and safety procedures relevant to construction work;



- Proven ability to work as an effective team member, with demonstrated ability to communicate effectively both verbally and in writing with staff and the public;
- Ability to complete work and deliver according to project schedules and deadlines;
- Demonstrated knowledge of and commitment to Work, Health & Safety Principles, Environmental Management Principles and Equal Opportunity Principles.

### Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Professional/Industry associations including Unions

