

POSITION DETAILS

Position Title:	Truck Driver	Position Grade:	3
Department/ Group:	Operations / City Infrastructure	Position Status / Hours per Week:	Full Time / 38

PRIMARY PURPOSE OF THE POSITION

- Driving trucks and undertaking pre-start and basic maintenance
- Driving of trucks to their optimum capacity in undertaking tasks
- Provide general assistance to teams in the Civil Infrastructure Section as and when required
- Provide truck driving and/or labouring services to any team of the Operations Department as and when required to meet work requirements
- Assist other staff of the Civil Infrastructure Section as and when required
- Carry out other duties as directed consistent with the skills, ability, qualifications, and training of the incumbent.

SELECTION CRITERIA

Education / Qualifications

- Class MR driver's licence (minimum)
- WHS General Induction Certificate

Experience/Specific Skills

- Proven experience in the safe and efficient driving of trucks, including loading and unloading of stores and equipment
- Experience in the towing of large trailers and manoeuvring of vehicles on a variety of small and large work sites
- Ability to undertake heavy lifting or physical work.
- Experience and skills in civil or landscape construction
- Understanding of plant and truck capabilities, loading restrictions
- Competent level of literacy and numeracy

Personal Attributes

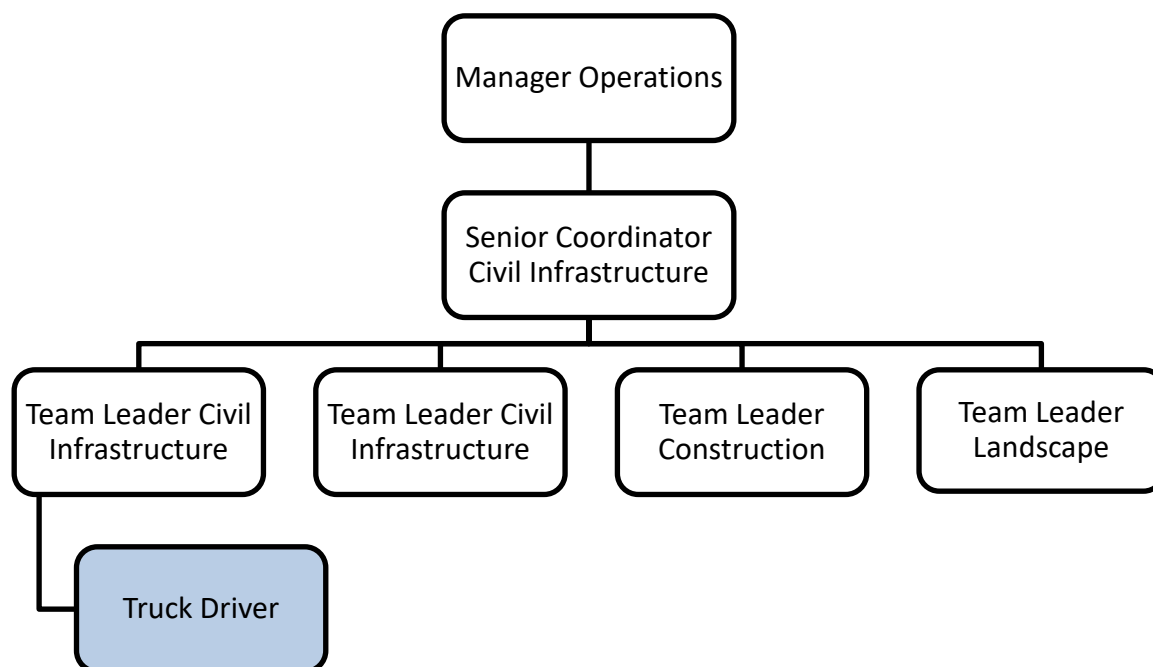
- Committed to working safety and strictly observing safe work practices and procedures
- High levels of reliability
- Proven teamwork skills
- Able to use initiative to solve day to day work issues onsite
- Self-motivated with the ability to work with limited direct supervision

Desirable Qualifications, Experience and/or Skills

- Class HR Licence
- Experience and certification with traffic management controls
- Ability to carry out minor repairs required from time to time
- Certificate III Civil Construction or similar
- Bi-lingual language skills

Please note: In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

ORGANISATIONAL CHART



CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk

CORPORATE ACCOUNTABILITIES

20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	