|  |  |
| --- | --- |
|  **LCClogoWithText** | **Position Description** |
| **Position Title** | **Hiab Operator** |
| **Section** | Works |
| **Division** | Operations |
| **Reports to** | Works Coordinator - Urban |
| **Current Status** | Permanent Full Time |
| **Band/Level** | 1/3 |
| **Grade** | 5 |  |
| **Step**  | Entry Level to Step 4 |
|  |  |
| **Last Reviewed** | September 2012 |
|  |  |
| **Conditions of Employment** | The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:\* Council's Salary Administration System\* Council's Code of Conduct\* Equal Employment Opportunity\* Equity & Access to Training\* Performance Appraisal |
| **Work Health and Safety (WHS)** | The employee who occupies this position must abide by Council’s WHS policies and procedures as described in Council’s WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work. |

**Position Summary**

This position is responsible for the pickup and set down of materials, including motor vehicle transport. The position is also responsible for the loading and unloading of goods to jobsites as directed.

**Specific Duties and Responsibilities**

* **Maintain Truck**
* Perform Daily Tyre Check
* Visually check tyres for pressure and wear
* Check tyre pressures every second day and inflate to correct pressure
* Return tyre gauge/equipment to correct location
* Perform Equipment Safety Check
* Visually check lights to ensure all are operating correctly
* Acquire and replace globes if necessary
* Report to Workshop Foreman if problem exists
* Perform Brake Safety Check
* Bring air level to correct level
* Apply hand brake
* Engage truck in low gear
* Raise foot off clutch slowly and test handbrake
* Test footbrake to ensure correct operation
* Report any adjustments or repairs required to Workshop Foreman
* Drain excess water from all tanks at the end of each working day
* Check oil levels
* Locate dipstick and remove
* Check oil level in accordance with required specifications
* Acquire correct oil and fill to correct level
* Recheck levels
* Return oils to correct location
* Wipe up any spillage
* Report any problems to Workshop Foreman
* Check Coolant Level
* Check radiator for correct level
* Check for any drainage to radiator cap
* Check Header Tank levels
* Top up with coolant to required level if required
* Return hose and equipment to correct location
* **Operate Hiab Truck to Load/Unload and transport Equipment**
* Operate mobile crane
* Identify lift requirements, including; lifting points and balance, WHS requirements, Hazards associated with lift, Protection requirements of products to be lifted
* Secure load in accordance with lift requirements
* Lift load ensuring safety and protection
* Operate crane to place load ensuring maintenance of condition of load and load area
* Complete log book
* Detail the requirements of log book entry and statutory requirements for operating heavy vehicles
* Complete log book entries ensuring accuracy and currency
* Organise Loads
* Liaise with Supervisor load requirements including; products to be loaded
* Stabilise truck in preparation for lifting
* Stabilise and organise load materials and connections in preparation for lift, in accordance with load limits
* Connect lift arm to load ensuring security of tie and safety
* Load Materials onto Truck
* Identify and detail load characteristics of truck
* Assess the load requirements for optimum location and vehicle safety
* Assess security of load requirements including; Weight, Volatility, Flex, Protection required in accordance with WHS and in compliance with RTA Load Restraint and protection of product requirements
* Secure load to ensure; location of products
* Assess load requirements to be provided from Council for safe load
* Assess the most appropriate route for load including; directness, safety of load, ease of traffic, timeframe requirements
* Plan the trip
* Load Material Using Lift Tray
* Engage power to tilt tray
* Activate tilt tray in preparation for loading
* Connect winch line to object being loaded ensuring safety and security
* Pull load onto truck using winch
* Secure load to ensure; protection of equipment, security of truck, stability of load and truck in transit, compliance with RTA Load Restraint Guide

**Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

* Processing Customer Enquiries
	+ Receive customer enquiries is a courteous and efficient manner
	+ Research, assess and respond to customer enquiry within an appropriate timeframe
* Complete Time Sheets / Leave Applications
	+ Complete Time Sheets
	+ Complete Leave Forms
* Work Health & Safety Responsibilities
* Present for work in a fit state (not under the influence of drugs or alcohol)
* Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
* Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
* Not through act or omission create an unsafe workplace or environment
* Ensure adherence to developed SWMS/RA, SOP’s, Procedures
* Assist in the development of specific SWMS/RA where identified and required
* Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
* Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
* Assist in the investigation of all injuries and incidents
* Ensure the safe and correct use/application of plant, equipment and PPE
* Commitment to Council’s Injury Management Procedure
* Maintain good site housekeeping at work location
* Contribute to continual improvement of workplace risk control processes.
* Recordkeeping Responsibilities
* The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
* Prioritise and complete allocated Recordkeeping activities

**Supervisory Responsibilities**

This position has nil supervisory responsibilities

**Signatures**

I agree to the requirements of this Position Description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Manager Date

**Selection Criteria**

**Essential**

* HR Drivers Licence
* WH&S Induction for Construction Work (Whitecard)
* Experience in Tilt tray Operations
* Experience in Hiab Crane Operations
* RMS Traffic Control Stop/Slow
* RMS Implement Traffic Control
* Commitment to Work Health and Safety
* Demonstrated commitment to the principles of honesty and integrity

**Desirable**

* First Aid Certificate