

## POSITION DESCRIPTION

<b>Title:</b>	<b>Civil Truck Driver</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Civil Leading Hand</b>
<b>Grade:</b>	<b>8</b>
<b>Hours:</b>	<b>38</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83033, 83034, 83046, 83047, 83056, 83057, 83058, 83060, 83061, casual</b>
<b>Date Developed:</b>	

## Position Purpose

To operate trucks and undertake civil activities to contribute to the construction and maintenance on Councils assets.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- Proven Competency in the application of MR and/or HR license including securing of loads, towing and logbooks..
- Demonstrated work performance and knowledge, skills and experience in civil engineering works.
- Well developed interpersonal and communication skills for effective liaison with work team, supervisor, coordinator, public and external bodies.
- Ability to interpret and implement technical plans and work schedules.
- Ability to work with minimal supervision, and prioritise daily work activities with a team environment.
- Ability to collect information on truck activities and report to supervisor.
- Sound understanding and commitment to WHS and statutory requirements, quality standards and management systems.
- Understanding of relevant practices and policies and legal and legislative requirements in this field.
- Ability to use computers and mobile devices, particularly in the application of asset management software.
- Physically capable to undertake task relevant to the position.
- Experience in contributing to improvements to a quality management system or suggestions for other business improvement.

- General Induction for Construction Work Certificate.
- Current Class MR/HR drivers license.
- Traffic Controllers (stop/slow) Ticket or ability to gain within probationary period.
- Apply Traffic control ticket or ability to gain within probationary period.

**Desirable:**

- Certificate II in Civil Engineering or equivalent.
- Local Government Experience.
- Select and modify Traffic control Ticket or ability to gain within probationary period.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with budget allocation by:

- Utilise assigned resources associated with civil works to provide the most efficient and cost effective environment.
- Maintain, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you. Including the securing and tie down of loads and towing of trailers.
- Identify improvements in operations, maintenance requirements and other activities within area of responsibility.
- Assist in the estimation and review cost of works undertaken
- Document day to day output, inspections, schedules and costs.
- Communicate with the community and internal customers regarding maintenance or construction works
- Ensure accurate completion of staff and plant timesheets, dockets, daily diary (if required), daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Procurement, Risk Management and other relevant policies and legislations.
- Implement necessary action to locate and protect public utilities on work site.
- Physically undertake civil labouring activities throughout the city
- Provide operational and technical advice to leading hand and Coordinator.
- Attend afterhours duty when required

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Provide leadership within areas of responsibility.
- Maintain technical competency and continually improve quality of service provided.

Commitment to Council's Sustainability Charter and responsibility to apply the principles of sustainability within the work practice areas outlined in the Position Description including implementing Environmental Management Systems

Assist in the operation and maintenance of the Works Depot

Perform other duties as required consistent with the objectives of the position

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.