DRIVER - LABOURER

# POSITION PROFILE

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| **Division** | **Shire Infrastructure** | **Status** | Full time, permanent |
| **Unit** | Civil Operations | **Salary Grade** | Grade 3 |
| **Reports to** | Maintenance Team Leader | **Reviewed** | 18th Sept 2017 |

# STRATEGIC INTENT

This position is responsible for delivering reactive and planned maintenance/restoration works on civil assets to agreed levels of service for quality, function and safety.

# POSITION PURPOSE

The Driver – Labourer role has the responsibility to maintain and construct Council’s civil assets which include all road and stormwater infrastructure and drive heavy vehicles for Council’s Civil Operations as directed. This role is also responsible to undertake labouring and other related duties as and when required and complete work under the direction of the Foreman and /or Plant Allocator

# STRUCTURE

# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **OUTCOME TO BE DELIVERED** | **PERFORMANCE STANDARD** |
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| Identify obsolete and inefficient practices and recommend changes where appropriate | * New work practices are introduced as required in line with best practice in the industry |
| Complete assignments and be prepared to learn new duties in addition to operate different types and plant and equipment | * Willingness to accept change and make improvements * To provide flexibility in duties performed |
| Complete all daily required pre-start safety checks to suit each truck type as specified | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Inform Plant Allocator of all breakdowns, defects, damage and need for inspection or repair as required | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Truck to be operated at all times in accordance with all RMS requirements and safety requirements in terms of securing, towing, carrying and tipping of loads and other legal requirements to a standard of a competent professional driver | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |

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| Truck, tools and equipment to be secured when driver is not in the vehicle | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Work of high quality and accuracy to be produced | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Complete assigned task in the most time effective manner and report back to the Foreman / Plant allocator immediately when tasks is completed | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Assist with the loading of truck and carryout normal labouring duties as required | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Ensure that all chains and ropes, tools and equipment placed in your care are adequately secured to prevent loss or damage when not in use | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Ensure truck, internally and externally, is maintained in a clean, presentable manner at all times | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Be prepared to learn new duties in addition to operate different types of plant and equipment when required | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Behave politely to the public and road users at all times | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| Wear Council issued clothing in a neat and presentable manner | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |
| The driver is to immediately notify the Plant Allocator of any licence suspension | * Accurate, timely and competent undertaking of duties * Incidence of failure to comply |

# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | Minimum Year 10 education or equivalent  Construction induction card ( white card )  Traffic Controller License  Class MR Licence as a minimum |
|  | Desirable | Load shifting Plant Operator competency |
| **Experience or skills** | Essential | Previous experience as a labourer  Previous experience as a driver of light or medium rigid trucks |
|  | Desirable | Awareness of Council’s vehicle accident procedure  Prior experience in the construction industry  Concrete finishing experience  Bricklaying experience |

# CORE CAPABILITIES

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| **Attributes** | * **Decision making**: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. * **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them * **Critical thinking**: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. * **Communication skills**: able to articulate complex and technical matters in simple terms. * **People skills**: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. * **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues |

# OUR VALUES

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| **Behaviours** | * **Collaborative** - be open and welcoming, genuinely connect to others, include others, work together as one * **Active** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day * **Respectful** – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others * **Evolving** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker |

# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial Management** | NIL |
| **Workplace Health and Safety** | Comply and cooperate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO** | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |

# SPECIFIC CONDITIONS OF EMPLOYMENT

Sutherland Shire Council wages Staff Enterprise Agreement, 9 day fortnight, based on 38 hour week of operations from Monday to Friday, licences must be valid and maintained and can be asked to work at various locations across the LGA.