

Position Description

Truck Driver - Chipper

Position Title	Truck Driver - Chipper	Role ID	PCTRU1
Division	Sustainable Communities and Environment	Unit	Parks and Active Communities
Job Grade	3	Award	38
Reports To	Supervisor - Parks		
Revised/Created	January 2020 – Template updated		

Primary Objective

- Perform truck driving duties for the Unit and other areas within Council as required.
- Operation of all allied equipment utilised by the Unit, including the chipper, stump grinder and chainsaws.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

Parks and Active Communities Unit

The Parks and Active Communities Unit is responsible for the management and strategic development of Council-controlled parks, sporting and recreation facilities, swimming pools, cemeteries, civic centre buildings, public toilets and surf lifesaving within the Shire.

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The Position

The Truck Driver – Chipper position performs truck driving duties for the Unit and other areas within Council as required. The position also operates allied equipment utilised by the team including the chipper, stump grinder and chainsaws.

The position is responsible for the daily maintenance and operation of the Chipper Truck.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Truck Driving	<ul style="list-style-type: none">• Undertake daily and weekly maintenance of vehicle.• Complete all associated paperwork i.e. daily return sheets, safety checks etc.• Drive vehicles in a safe manner as required.• Tow a heavy trailer safely.
2. Plant Operation and Maintenance	<ul style="list-style-type: none">• Operate plant in accordance with manufacturer's specifications.• Maintain necessary licences and certificates to operate plant and any other plant as required by the position.• Undertake daily and weekly maintenance of plant and any associated equipment.• Ensure all PPE required is available and in working order.• Ensure plant is kept clean and in safe operating order in accordance with Council's procedures.
3. Tree Unit Operation	<ul style="list-style-type: none">• Operate large wood chipper when required.• Operate stump grinder as required.• Operate chainsaws as required• Keep work site clear and safe.• Undertake traffic control as required.• Maintain all small plant in a safe effective operating condition• Assist the other members of the gang when the truck is not being operated.
4. Customer Service	<ul style="list-style-type: none">• Provide prompt, courteous advice to the public.
5. Communication	<ul style="list-style-type: none">• Prepare and maintain accurate records all within required timeframes. These records include:<ul style="list-style-type: none">○ Timesheets;○ Plant returns;

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	<ul style="list-style-type: none">○ Fuel usage;○ Daily running sheets;○ Safety checks;○ Risk assessments.
6. WHS and HSES	<ul style="list-style-type: none">● Take reasonable care of self and others in the workplace.● Cooperate with management regarding WHS matters.● Comply with HSES policies, procedures and programs.● Report any unsafe conditions and take measures to address them where possible.● Operate plant in a safe and responsible manner at all times.● Ensure all safety and environmental issues are adhered to at all times.● Conduct risk assessments as per guidelines.● No equipment is to be carried in the cabin of any plant.● Secure any loads separately.
7. Quality Control	<ul style="list-style-type: none">● Follow plans/ instructions for each project/activity exactly – no amendments or alterations are made without approval from immediate supervisor.
8. Supervision	<ul style="list-style-type: none">● Supervise labourer, casual or apprentice as required

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

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Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Tree Gang
- Supervisor

External Relationships

- Public

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Current Vehicle Licence – Medium Rigid (or in the process of obtaining).
2. Demonstrated competence in the use of a chainsaw.
3. Competence in the use of a stump grinder and chipper.
4. Literacy and numeracy skills at a level sufficient to enable reading of job instructions, operation and maintenance manuals and to complete work records
5. General Construction Induction Card (White Card).
6. Demonstrated competence in plant maintenance and cleaning procedures.
7. Demonstrated effective oral and written communication skills.
8. Demonstrated competence in record-keeping.
9. Demonstrated capacity to work as a member of a team.

Desirable:

10. ChemCert chemical spray accreditation.
11. Level 1 Chainsaw operator ticket.
12. Hold current crane and plant electrical safety accreditation (previously 5099 certificate).
13. Sound knowledge of the Tweed Shire road network.

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Foundational
Display Resilience and Adaptability	Foundational
Act with Integrity	Foundational
Demonstrate Accountability	Foundational
Relationships	
Work Collaboratively	Foundational
Communicate with a Customer and Community Focus	Foundational
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Foundational
Deliver Results	Foundational
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A