



## Position Description

POSITION TITLE:	Truck Driver Rigid Body/Dog
REPORTS TO:	Plant and Quarry Foreman
LOCATION:	Kyogle, Bonalbo or Woodenbong Works Depot
WORK AREA:	Various locations within Kyogle Council Area
SALARY LEVEL:	Grade 4
REMUNERATION PACKAGE:	Superannuation Disability Allowance Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To effectively and efficiently operate one of Council's prime mover and float/ tipper combination and other plant in the maintenance and construction of Council's network of roads and related physical assets and carry out other necessary duties as may be directed.

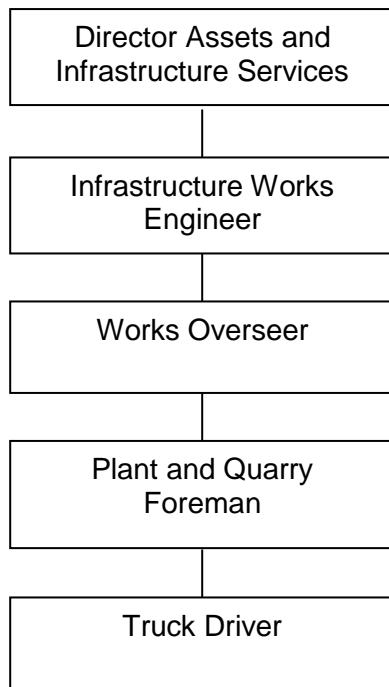
### *Award Provisions*

Award:	Local Government (State) Award 2020
Award Level:	Band 1 Level 4

**Organisational Relationships:**  
*(the type of client/customer/community relationships that are critical to the effective functioning of the job)*

- WITHIN DEPARTMENT:      Overseer
  
- WITHIN COUNCIL              Operational Staff and Professional Staff
  
- EXTERNAL TO COUNCIL      Member of the Community  
*(e.g. community, business & other government)*      Contractors

**Organisational Chart:** *(Direct reporting relationships)*







## *Schedule of Duties*

- To operate Council's trucks and undertake labouring tasks in an efficient and safe manner on road construction sites as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees.
- Carry out tipping operations with varied road construction material including naturally occurring and manufactured (crushed) gravels to spreading rates as directed by overseer.
- All occupational health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety gear for the performance of various duties (eg hard hat, ear plugs, safety glasses etc).
- Report any occurrence of accident or injury on the job immediately when it occurs, and complete the required paper work and submit to immediate supervisor.
- Operate other items of plant which may be required from time to time provided that relevant accreditations are held by the operator
- Perform other work duties within capabilities as allocated from time to time by Overseer including manual tasks.
- To perform labouring and traffic control duties.
- Maintain a diary of works carried out and works necessary to be carried out as part of the general construction and maintenance program and submit a copy of diary to Overseer weekly
- Any difficulties in carrying out assigned or cyclical works are reported to Overseer the same day they occur to ensure prompt action.
- Trucks must be maintained in a roadworthy condition through adherence to cyclical and daily maintenance checks.
- Problems with the operation of plant are reported to the Plant Manager when they occur to enable plant to be repaired before major failures occur.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to overseer on time.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- Operate as a member of a work team and practice sharing of work duties and multi-skilling and on call and after hours duties.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## *Essential and Desirable Criteria*

### Essential:

- Successful completion of Year 10 studies or equivalent.
- Possession of current NSW Drivers Licence endorsed for Heavy Combination (HC).
- Demonstrated extensive knowledge and experience in the operation of heavy tipping trucks
- Working knowledge of truck maintenance and servicing.
- Working knowledge of road construction and maintenance techniques and civil engineering construction generally as it relates to the operation of heavy combination trucks.
- Traffic Control Ticket.
- Ability to undertake manual labouring tasks as required.
- Ability to operate as a member of a works team.
- Occupational Health & Safety Workcover General Induction Ticket (White Card).
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices.

### Desirable:

- Ability to operate other items of plant.
- WorkCover Backhoe, Front End Loader, Forklift and Excavator Tickets

## *Verification of Qualifications*

### Guidelines:

- All original certificates and / or tickets must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- Falsely claiming qualifications/tickets will lead to dismissal.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## *Working with Children Check*

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

***Job Specific Skills and Performance Standards Required***

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

Skills	Performance Standard Required
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> <li>• Able to print and write information legibly and clearly.</li> <li>• Understands Council procedures relating to regularly used standard forms and reports.</li> <li>• Completes forms to agreed timeframes.</li> </ul>
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> <li>• Able to interpret regularly used employment conditions, policies and procedures</li> <li>• Adheres to Employment Conditions and Council Policies and Procedures.</li> <li>• Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.</li> </ul>
Implement WH&S in the workplace	<ul style="list-style-type: none"> <li>• Understands WH&amp;S as it applies to their immediate work area.</li> <li>• Understands risk management issues as they apply to their immediate work area</li> <li>• Able to practically apply basic WH&amp;S in their daily work</li> <li>• Uses protective clothing and equipment as appropriate for their work.</li> <li>• Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace)</li> <li>• Uses safety signage and safe working practices while working on or near roads or main thoroughfares.</li> </ul>
Undertake labouring duties	<ul style="list-style-type: none"> <li>• Work is undertaken according to council specifications</li> <li>• Equipment is used according to Council's WH&amp;S procedures</li> <li>• Work is carried out with regard to stated timeframes.</li> <li>• Work is undertaken according to design specification and instructions concerning quality and quantity.</li> </ul>
Operate a Truck/Plant (specific to position)	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence to operate a truck or plant item.</li> <li>• Is able to operate and drive a truck or plant item in a safe manner with regard to relevant statutes and Council policies and procedures.</li> <li>• Loads trucks safely with knowledge and understanding of carrying capacity, weight distribution and securing a load.</li> <li>• Understands transport regulations, traffic laws and licence restrictions.</li> <li>• Pre start checks are carried out.</li> <li>• Demonstrates a good driving track record.</li> </ul>

Loading of materials	<ul style="list-style-type: none"> <li>• Loading and unloading is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Appropriate materials are identified and loaded according to Council drawings, specifications and requirements.</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>• Complete plant sheets and other forms as required.</li> <li>• Complete incident reports for any accident / incident involving plant or personnel.</li> <li>• Forms are completed and returned within agreed timeframes.</li> </ul>

<b>Step 1</b>	
Answer and process general enquiries/requests on Council activities (relevant to work area).	<ul style="list-style-type: none"> <li>• Answers enquiries from the public in a friendly and polite manner.</li> <li>• Accurate information is recorded or relayed to provide the service requested.</li> <li>• All processes involved are carried out within the agreed Council timeframes.</li> </ul>
Maintain roads and pavements	<ul style="list-style-type: none"> <li>• Maintenance areas are set out according to instructions of maintenance plan</li> <li>• Loads are correctly spread as directed by Overseer.</li> <li>• Maintenance areas are secured to prevent injury to the public, workers and damage to property and traffic</li> <li>• Private and public property areas and structures are restored in accordance with instructions</li> </ul>
Carry out basic maintenance of truck and plant and equipment.	<ul style="list-style-type: none"> <li>• The performance of plant and equipment is monitored and deficiencies are reported.</li> <li>• Routine preventative maintenance is carried out in accordance with requirements.</li> <li>• Basic repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Recurring problems are reported to Overseer.</li> </ul>
Control and Direct Traffic	<ul style="list-style-type: none"> <li>• Safety and relevant road signs are placed to clearly identify work being undertaken.</li> <li>• Work area conditions are constantly monitored to ensure safe and secure operations.</li> <li>• Traffic is directed in a courteous and professional manner in accordance with Traffic Control Training and Council policies.</li> <li>• Ensures adequate separation of the public from the work area is maintained.</li> <li>• Identifies and communicates to Overseer any discrepancies or problems in traffic control plan or signage.</li> </ul>
Handles Chemicals and other hazardous materials safely	<ul style="list-style-type: none"> <li>• Understands and is able to identify chemicals regularly used in the workplace.</li> <li>• Understands Material Safety Data Sheets and applies them to work.</li> <li>• Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.</li> </ul>



<p>Read and Interpret Maps</p>	<ul style="list-style-type: none"> <li>• Able to read and interpret maps relevant for work.</li> <li>• Assists with ensuring that work is undertaken according to maps provided.</li> <li>• Is able to use sound judgment to interpret situations and find acceptable solutions to basic problems when instructions are not clear.</li> <li>• Is able suggest more appropriate ways of undertaking work.</li> </ul>
<p>Quality Control</p>	<ul style="list-style-type: none"> <li>• Materials are placed and applied in accordance with drawings, specifications and standards.</li> <li>• Identifies and communicates to Supervisor identification of poor or incorrect material.</li> </ul>
<p><b>Step 2</b></p>	
<p>Complex truck operations</p>	<ul style="list-style-type: none"> <li>• Able to operate a range of trucks regularly used in work to achieve complex plant operation outcomes.</li> <li>• Able to undertake complex truck operations.</li> <li>• Repairs and adjustments to plant and equipment are made in accordance with manufacturer’s specifications.</li> <li>• Understands and instructs others in the maintenance of all plant and equipment regularly used.</li> <li>• Uses plant and equipment according to manufacturer’s specification and/or Council policies and procedures.</li> <li>• Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer’s and/or Council guidelines.</li> <li>• Reports and accurately records any faults or problems to the Workshop and effectively communicates with Overseer on action undertaken.</li> </ul>
<p>Operate plant and equipment.</p>	<ul style="list-style-type: none"> <li>• Understands the use of and is able to use vehicles, small plant, and equipment regularly used in work.</li> <li>• Undertakes pre start checks of plant.</li> <li>• Uses plant and equipment according to manufacturer’s specification and/or Council policies and procedures.</li> <li>• Under direction, stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer’s and/or Council guidelines.</li> <li>• Reports any faults or problems to the Overseer.</li> </ul>
<p>Problem Solving</p>	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues.</li> <li>• Applies a range of problem solving strategies to a given problem.</li> </ul>

Implement WH&S and environmental management in the workplace	<ul style="list-style-type: none"> <li>• Provides input into tool box meetings to ensure all procedures are implemented.</li> <li>• Contributes to the review of WH&amp;S and environmental procedures.</li> <li>• Follows correct procedures to minimise environmental effects during spillages.</li> <li>• Communicates in a timely and efficient manner WH&amp;S and environmental management hazards to supervisor.</li> </ul>
Assist in the coordination of Resource Allocation and Usage	<ul style="list-style-type: none"> <li>• Assists supervisor in the effective allocation and acquisition of resources (relevant to truck / labouring functions).</li> <li>• Provides on going input into review of existing operations to maximise efficiencies relevant to plant.</li> </ul>

<b>Step 3</b>	
Development of safe work method statements	<ul style="list-style-type: none"> <li>• Assist in preparation of SWMS relevant to road construction / maintenance activities.</li> <li>• Consideration is given to the users and the environment in which the SWMS will be used.</li> <li>• Feedback is sought on the content of the SWMS.</li> <li>• Contributes to the updating of SWMS to match current operations.</li> </ul>
Purchasing of Plant and Equipment	<ul style="list-style-type: none"> <li>• Ability to provide input and assessment of ergonomic functions and capabilities of truck / plant prior to the purchase of new truck / plant and equipment.</li> </ul>
Measure and calculate materials	<ul style="list-style-type: none"> <li>• Provides input into the measurement and calculation for various types of work related to truck / labouring operations.</li> <li>• Appropriate materials are identified.</li> </ul>
Risk Management and Problem Solving	<ul style="list-style-type: none"> <li>• Identifies and classifies possible sources of risk.</li> <li>• Identifies problems proactively and puts in place appropriate strategies to mitigate them.</li> <li>• Negotiates with multiple stakeholders where appropriate to solve issues.</li> <li>• Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.</li> </ul>

<b>Step 4</b>	
Develop and Apply Knowledge	<ul style="list-style-type: none"> <li>• Keeps up to date with changes to road construction and maintenance truck operation and labouring functions.</li> <li>• Keeps up to date with advances in the area of expertise and what is happening in related industries (eg loading restraint techniques, hazardous substance management, RTA requirements)</li> <li>• Demonstrates expertise in the operation of heavy vehicles in a range of situations (eg vehicle manoeuvring and transport requirements)</li> <li>• Distributes information to other staff regarding developments in the work area.</li> </ul>

	<ul style="list-style-type: none"> <li>• Has a wide and practical understanding of road construction and maintenance functions.</li> <li>• Uses knowledge to keep other staff up to date with road construction and maintenance truck operation and labouring related matters.</li> </ul>
Plant Operation	<ul style="list-style-type: none"> <li>• Possesses the appropriate licence and ticket (where appropriate) and ability to operate more than one (minimum of two) pieces of plant (eg roller, backhoe, forklift, front end loader, excavator, grader)</li> <li>• Plant operation is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Plant is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All operations are carried out according to industry regulations and guidelines, WH&amp;S legislation and council procedures and policies.</li> </ul>
Training and Instruction in labouring / truck / plant operation	<ul style="list-style-type: none"> <li>• Is able to instruct and train others in the operation of truck / plant item to ensure that the work is carried out safely and is in compliance with manufacturer’s and Council guidelines and procedures.</li> <li>• Records training outcomes and forwards written training outcomes to Overseer.</li> </ul>
Assist in the supervision of contractors and sub-contractors (specifically relating to engineering works functions)	<ul style="list-style-type: none"> <li>• Tasks/Jobs are monitored to ensure compliance with plans in terms of time, quality assurance issues and organizational requirements.</li> <li>• Guidance is provided to contractors and sub-contractors in a timely manner and accordance with plans.</li> <li>• Maintenance activities are monitored to ensure compliance with WH&amp;S and environmental regulations.</li> <li>• Unsatisfactory performance is identified and reported to Overseer.</li> </ul>

*Acceptance of Position Description*

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Truck Driver Rigid Body/Dog \_\_\_\_\_(date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_