



POSITION DESCRIPTION

TRUCK DRIVER (Road Crew Maintenance)

Position Number:	760	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream B) – State 2017		
Certified Agreement:	Paroo Shire Council – Operational Staff Certified Agreement 2021-2024		
Classification Level:	6	Employment Type:	Permanent Full Time
Department / Team:	Infrastructure Services / Operations		
Reports to:	Road Crew Maintenance Supervisor (or Leading Hand on site)	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of *integrity, efficiency and continuous improvement* and exhibit the following values:

P – Pride

A – Accountability

R – Respect

O – Open and Transparent

O – Opportunities for Employment

S – Safety

C – Commitment



Position Objectives

The Truck Driver is responsible for providing safe, efficient and compliant operation of Council's trucks to perform maintenance work and all types of civil construction to a high standard. The position works as part of road maintenance or construction crews, completes scheduled works on time and operates plant to the level of their skills, training, and licencing requirements. The position is flexible and adaptable to provide labour on projects as required.

Key Responsibilities

- Operate Council's trucks to perform all allocated tasks to the required standards and within the required time frames, ensuring compliance with speed limits, traffic regulations, work instructions and Council policies.
- Ensure adherence to Heavy Vehicle National Law and Regulations.
- Undertake daily maintenance of assigned truck and work cooperatively with mechanical service team in the repair and maintenance of assigned truck, including recording of pre-start inspections.
- Report any repairs needed to the Supervisor and complete weekly plant defect reports.
- Ensure correct signing of all roadworks in accordance with Manual of Uniform Traffic Control Devices (MUTCD).
- Undertake carting as requested by Supervisor eg. gravel, screenings, water.
- Communicate with the Supervisor to ensure safe tipping practices at all times.
- Communicate clearly with Council teams and community stakeholders and always represent Council positively and professionally.
- Complete all relevant safety documents as required, including but not limited to: SWMS, SOP's, Risk Assessments, JSA's, Take 5's and Hazard Inspections.
- Provide high quality works that conform to required specifications and/or work practices.
- Follow all procedures and safe work methods relating to work being undertaken.

- Be committed to working with site supervisors to achieve high quality work within budgetary and time constraints as outlined in the agreed program of works.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Undertake a range of tasks, as needed on the work site, including labouring when required, within the scope of the position, consistent with skills, competence and training.

Qualifications, Skills and Experience

Essential

- 'HC' Class Queensland Drivers Licence or higher.
- Construction Safety Induction Card (White Card).
- Pre-Employment Health Assessment and National Police Check prior to appointment.

- Demonstrated ability to operate vehicles in accordance with site and task requirements and be capable of carrying out the physical requirements of this position, including manual labouring as required.
- Demonstrated ability to load and unload vehicle/s in line with regulations and Council procedures.
- Demonstrated ability to maintain a logbook and other documentation as required to comply with relevant legislation.
- Sound knowledge and understanding of the MUTCD.
- Sound knowledge of gravel categories, capacity and load restraint methods and roadwork signage.
- Demonstrated ability to provide clear and open communication to team members while loading, unloading and working on site.
- Thorough understanding of National Heavy Vehicle Regulations (NHVR) and appropriate application.
- Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary.
- Ability to communicate effectively in order to understand, follow and execute verbal and written instructions.
- Basic literacy and numeracy skills to ensure an understanding of Council's policies and procedures and the ability to complete timesheets, job cards and defect reports.
- Ability to work overtime and camp out (work camp) as required.

Desirable

- 'MC' Class Queensland Drivers Licence.
- Certificate III in Civil Construction or equivalent.
- Plant competencies and licenses including but not limited to: Grader, Forklift, Roller, Backhoe, Front End Loader and Skid Steer.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland’s Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____