



Paroo Shire Council

Position Description: Truck Driver

POSITION DETAILS

Position Title	Truck Driver	Award	QLD LGIA
Location	Cunnamulla	Classification	Stream B and Level 6 or 7
Department	Infrastructure	Employment Type	Full Time
Reports to		Duration	Ongoing

PURPOSE OF THE POSITION

To work as a team member undertaking a range of related tasks in accordance with the skills demonstrated or acquired for the construction and maintenance of Public Infrastructure including but not limited to road works, path construction and repair, drainage pipes installation and associated structures, drainage sumps and other public facilities as appropriate.

This position requires a high standard of commitment to the construction and maintenance of works within the Shire. As a representative of Council, professionalism and providing courteous customer service is essential.

KEY RESPONSIBILITIES

- Full responsibility for the operation and welfare of the unit including but not limited to remaining within legal limits at all times, operating the vehicle in accordance with the Road Traffic Code, ensuring maximum productivity of the unit, the safety and welfare of any passenger within the cab where appropriate or any work colleague within the immediate environs of the unit
- Carry out the daily and weekly inspection of the assigned vehicle and the required daily user maintenance of the vehicle and such other services as required
- Report all repairs required and/or shortcomings in the performance of the vehicle to the Supervisor in the prescribed procedure
- Undertake the safe operation of the assigned vehicle within the limits of the manufactures specifications
- In the event of a vehicle not being available undertake the duties of a Level 4 construction worker as directed by the site supervisor
- Always drive defensively, adhere to the requirements of the Parking Local Law and demonstrate courtesy to other road users
- Through training and/or as own experience provides, be prepared to operate other items of plant including Front End Loader, Excavator, Steel Wheel Roller and Multi Tyred Rollers, both on road and in a controlled road closed section
- Competencies will include ability to manoeuvre vehicles into position for loading or unloading / assists with or carries out loading or unloading operations, using various lifting or tipping devices / estimates weights to comply with load limitations, and ensures safe distribution of weight / ensures goods are stowed and securely covered, to prevent loss and damage
- Verify loading documents, checks condition of goods and obtains certification of deliveries
- Check destinations of goods, and determines most appropriate routes
- Maintains logbooks detailing vehicle movements
- Provide timely support to the unit/team management to assist with the completion of projects within



set time frames and limited resources

- Encourage and promote behaviour consistent with Paroo Shire Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.

SKILLS, EDUCATION AND QUALIFICATIONS

- Actively encourage and assist piers to develop strong and efficient team work practices
- Capable of carrying out physical requirements of this position including manual labouring as required
- Sound knowledge of gravel categories; capacity and load restraint methods; roadwork signage;
- Basic numeracy and literacy skills to complete timesheets, job cards, defect reports
- Uphold Workplace Health and Safety and Anti-Discrimination policies
- Knowledge of Safety Policy requirements as they relate to the job being undertaken and the affect it has on the public

MANDATORY REQUIREMENTS

- White Card
- A current 'HC' Class Driver's Licence
- Demonstrated experience in road construction and maintenance environment
- Previous experience driving a variety of trucks and other equipment
- Remaining compliant with legislation and Paroo Shire Council Policy you will be required to hold a current National Police Check Certificate. You will also be required to have a Pre-Employment Health Assessment should you be successful in your application.

DESIRBLE REQUIREMENTS

- A current 'MC' Class Driver's License
- A competency certificate on loaders or similar earthmoving equipment

ADDITIONAL INFORMATION

- This position will be required to work from the Depot Office of Council and may be required to work outside of standard business hours.
- Flexibility to work overtime and camp out (Work Camp) as required operationally and the ability to work with minimal supervision
- Should you, at anytime during your appointment in this role, become ineligible to hold a, MC Class Driver Licence, you are required to advise Council immediately
- Applicants must disclose any criminal history and may be subject to a criminal history check with the Queensland Police Service.



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ADDITIONAL INFORMATION

- The position requires that the incumbent adheres to the organisation's policies, procedures and relevant legislation, relevant Industrial Awards and Agreements, and State legislation including:
- Equal Employment Opportunity Act
- Workplace Relations Act
- Work Health and Safety Act 2011

APPROVAL OF POSITION DESCRIPTION

Position Description Approved by: Cassandra White Chief Executive Officer, Paroo Shire Council

Sign _____ Date _____

POSITION DESCRIPTION ACCEPTANCE

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Sign _____ Date _____