



Paroo Shire Council Position Description

Title: Truck Driver/Labourer Operator
Award: Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level: 6
Department: Infrastructure
Location: Cunnamulla

Position Objectives

Within this role you will take responsibility for Truck/s including its safe operation, ensuring efficiency in its use and compliance with speed limits, traffic regulations, work instructions and Council policies when undertaking work. 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.

Reporting Arrangements and Delegations

- This role reports directly to the Works Supervisor or Leading Hand on site.

Key Selection Criteria

1. Demonstrated ability to operate your vehicle in accordance with site and task requirements;
2. Ability to load and unload vehicle/s in line with regulations and Council procedures;
3. Demonstrates maintaining a logbook and other documentation as required to comply with relevant legislation;
4. Demonstrates in providing clear and open communication to your team members while loading, unloading and working on site;
5. Demonstrates positive and professional behaviour and complies with Councils policies and procedures;
6. Ability to communicate clearly with other Council teams and community stakeholders;
7. Ability to work in a safe and healthy manner;
8. Ability to operate and maintain all vehicles in a safe and efficient manner;
9. Ability to comply with Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies; and
10. Thorough understanding of NHVR and application of such.

Skills and Experience

- 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;
- Manual of Uniform Traffic Control Devices (MUTCD) Basic numeracy and literacy skills to complete timesheets, job cards, defect reports; and
- Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Qualifications

Essential

- Ability to legally operate a motor vehicle under a 'MC' Class Queensland Drivers Licence is an essential requirement for this position;
- Work safely in the construction industry (Construction White Card) CPCCWHS1001;

Desirable

- Certificate III in Civil Construction or similar qualification.
- Additional tickets and licenses including but not limited to: Grader, Forklift, Roller, Backhoe, Front End Loader & Skid Steer.

Key Responsibilities and Duties

- Inform the Fleet Manager of any service requirements to the truck/s Report any repairs needed to the Supervisor and complete weekly plant defect reports;
- Ensure correct signing of all roadwork's in accordance with MUTCD;
- Always ensure correct maintenance and care of truck/s;
- Undertake carting as requested by Supervisor i.e. gravel, screenings, water and so forth;
- Communicate with the Supervisor to always ensure safe tipping practices;
- Follow all procedures relating to your work correctly;
- Allocated tasks are consistently completed within agreed timeframes;
- Actively participate in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently;
- Ensure that timesheets are being completed weekly and detailed record of works carried out are on the timesheet;
- Commitment to Workplace Health and Safety and demonstrating appropriate behaviour for the public sector; and
- Flexibility to work overtime and camp out (Work Camp) as required operationally and the ability to work with minimal supervision.
- Manual labouring duties as required, by your supervisor.

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies

- directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting	Driving			Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None			Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional			Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs			Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs					Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs						

POSITION DESCRIPTION ACCEPTANCE

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

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....