

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Truck Driver/Labourer – MR Licence		
<b>Position Number:</b>	440	<b>Standard Position Hours:</b>	38 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Works Delivery
<b>Salary Grade:</b>	2	<b>Award Band and Level:</b>	Band 1 Level 2
<b>Position Reports to:</b>	Team Leader		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 December 2013	<b>Date Last Reviewed:</b>	4 March 2016
<b>Version:</b>	2	<b>Document Number:</b>	DOC2014/002758

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is level Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

Undertake truck driving duties, for allocated plant, associated with the maintenance and construction of roads, paved areas, drainage facilities & parks.

Undertake general labouring duties associated with the maintenance and construction of roads, paved areas, drainage facilities & parks.

## KEY ACCOUNTABILITIES

1. Undertake truck driving duties including:
  - The transportation of stores equipment and materials.
  - The loading, unloading, and securing of stores, equipment, and materials as required.
  - The operation of the hoist to dump material as directed.
  - Maintain the truck in a clean and well presented condition.
  - Undertake minor servicing on a daily basis or as required.
  - Perform major servicing of the truck in conjunction with the workshop personnel as required.
2. Undertake general labouring duties including:
  - Manual handling of materials, e.g. excavation and spreading of material, pipe laying, concrete works, erection of roadside furniture and roadside cleaning.
  - General asphalt and bituminous sealing works, e.g. pothole patching, asphalt works and sealing operations.
  - Erection of erosion and sediment control measures such as silt fences, gabions and turfing.
  - Landscaping works.
3. Ensure that best practice work methods are adopted on work tasks.
4. Operate and maintain small plant and equipment e.g. plate compactors, hand mowers, hand tools, brush cutters, small fuel driven roller, and concrete vibrators.
5. Ensure that traffic at work sites is appropriately controlled in accordance with relevant legislative requirements and standards, including the placement of signs, lights and barriers.
6. Respond to emergency events on a roster basis if required.
7. Develop and maintain a positive team culture focused on teamwork and cooperation.
8. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
9. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
10. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Demonstrated sound experience and knowledge of road and drainage construction and maintenance techniques.
2. Demonstrated experience and competency in undertaking labouring duties for civil projects and maintenance works.
3. Demonstrated experience and competence in the safe operation, servicing and maintenance of vehicles.
4. Demonstrated sound experience in the safe operation of minor plant and equipment.
5. Demonstrated ability to work cooperatively in a team environment.
6. Demonstrated basic literacy, numeracy, verbal and written communication skills.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

### Essential Certificates, Licences and Tickets

8. Holder of all of the following;
  - Current class MR (unrestricted) driver's licence
  - Construction Induction (White Card)
9. Holder of, or willingness and ability to obtain within 6 months of commencement, all of the following;
  - Current RMS Traffic Controller Certificate
  - Current RMS Traffic Controllers Certificate (Implement Traffic Control Plans)
  - Safe Working Near Powerlines

### Desirable

1. Holder of the following;
  - First Aid Certificate including CPR
  - Fire Extinguisher Certificate
2. Demonstrated experience and knowledge of concrete construction and finishing skills.
3. Demonstrated basic carpentry skills.
4. Demonstrated basic knowledge of landscaping requirements.