

Upper Lachlan Shire Council



Position	Truck Driver - MR
Reports to	TEAM LEADER
Group	INFRASTRUCTURE
Band/Level	B1/L3
Grade	5
Date revised	2021

Primary Purpose

To operate plant and equipment safely, and consistently undertake road maintenance and construction works to the standard required.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Undertake the safe operation of the truck for the maintenance and construction of roads, transporting materials and equipment, and towing trailers carrying plant and equipment.
- Ensure that all works are completed in accordance with correct work practices and procedures and relevant regulations.
- Operate other road construction and maintenance plant.
- Ensure safe work practices including assistance in the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Undertake general labouring duties including but not limited to, pothole patching, sealing, erection of erosion and sediment control, excavation and spreading of material, monitor and maintain stockpiles.
- Control traffic at worksites, including the placement of signs, lights and barriers, in accordance with relevant legislative requirements and standards.
- Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre pressure, fluid levels, filters, cleaning, lubrication and greasing, and advising repair and maintenance needs to the workshop.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Infrastructure department	Community members
Other staff	Government Agencies and Authorities

Essential Criteria

1. WHS General Construction Induction (White) card.
2. Contemporary knowledge and demonstrated experience in road and drainage construction, and maintenance works.
3. Demonstrated experience in operating a truck.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Traffic Controller certification.
6. Current MR Drivers Licence.

Desirable Criteria

1. Experience and certificate of competency for other road plant.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Truck Driver - MR



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Knowledge of WHS and WorkCover regulations in relation to road maintenance/construction, chainsaw operation and public safety
2	Knowledge of Councils' standard traffic control procedures
3	Knowledge of Councils' Environmental Preservation processes
4	Applies knowledge of Shire to identify work locations
5	Ensures that load is correctly covered, distributed and does not exceed weight capacity
6	Applies knowledge of ordering practices to obtain items from Council store

STEP 2 SKILLS	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills. When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Decides appropriate actions and respond accordingly.
2	Follow Workplace procedures for hazard identification and risk control.
3	Contribute to participation arrangements for the management of WHS.
4	Accept responsibility for and manage own works.
5	Work positively with others in the organisation.
6	Participate in Workplace change processes.
7	Maintain a clean workplace.

8	Adopt and utilise safe working practices
9	Consistently demonstrates safe manual handling techniques.
10	Operate small equipment (hand held tools, two-way radios, chainsaw, forklift, small plant items).
11	Maintains, monitors and services vehicle/plant.
12	Understanding of the risk hazards associated with operation of Plant and small equipment
13	Traffic Control Certificate
14	Forklift Licence

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Maintain accurate and current records.
2	Operate Front End Loader and Backhoe
3	Able to train employees in Vehicle/Plant operation skills.
4	Set up traffic procedures and equipment (including RTA accredited qualifications).
5	First aid certificate.
6	Demonstrated ability to maintain unsealed and sealed roads

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Meets all requirements of the position description.
2	Maintains effective work practices;
3	Contributes effectively to the team environment;
4	Communicates effectively with supervisors, fellow workers and the public;
5	Applies Council policies, practices and procedures in the work place;
6	Quality and quantity of work meets requirements
7	Prioritises work with supervisor
8	Completes work or reports work to supervisor

9	Determines whether work is within the scope of responsibilities/duties
10	Able to determine specific equipment, tools, materials, etc required for jobs.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps