Truck Driver / Labourer
POSITION DESCRIPTION



Position Number:	1164
Department:	Regional Services
Section:	Civil Operations
Unit:	Plant, Resources and Quarries
Position Status:	Permanent Full Time
Classification:	Level 4 - Rockhampton Regional Council External Employees Certified Agreement 2022
Reports To:	Supervisor
Revised:	March 2025

General Position Statement

This position supports Council's direction by undertaking a wide range of labouring tasks as part of a multi-disciplined team that is responsible for the construction and maintenance of the Council's infrastructure assets in accordance with recognised standards.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Undertaking a variety of maintenance and construction duties e.g. Shovelling, cleaning out drain pipes, cleaning tools, preparing tools and equipment, pipe laying, loading and unloading materials, measuring up job – box out for new slab, pegging out, fuelling plant, housekeeping, signage, compaction using vibrating plate, spotting, basic concreting, working in trenches and assisting in other tasks hooking up trailers, tree maintenance (cutting branches on job site so not to hinder plant – underlying branch causing asset damage).
- Use of hand tools such as spanner, wire brush, level, measuring tape, line sprayer etc. are used to complete a variety of construction tasks.
- Undertaking a variety of road maintenance duties including pothole patching, road levelling, move signage, repair signage, assisting with laying and finishing concrete.
- Operate and conduct pre-start and maintenance on various types of Council assets when required.
- Operate various types of Council assets when required.
- Follow all safety procedures on the job and report any concerns or incidents to the supervisor immediately.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Truck Driver / Labourer
POSITION DESCRIPTION



Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to undertake a range of construction and maintenance tasks with general supervision.
- An understanding of the basic requirements of civil construction and maintenance.
- A working knowledge of the requirements for small machinery, hand tool operation and maintenance including two-way radios.
- Basic knowledge of the methods of concrete and pavement construction.
- Must have a basic level of numeracy and literacy in order to read and carry out basic instructions and make simple reports.
- Sound communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Experience and a commitment to working in a team environment.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.

Qualifications

- Ability to legally operate under a “HR” Class Licence.
- Certificate II or III in Civil Construction and/or equivalent demonstrated experience.
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Ability to legally operate under a “HR Non-synchromesh” (Crashbox) Class Licence or willingness to obtain.
- Ability to legally operate under a “HC” Class Licence or higher.
- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- First Aid Certificate.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council’s customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council’s Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council’s values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.



Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence (minimal provisional).
- Ability to work after hours and weekends when required.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council’s Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	