

# Truck Driver / Labourer POSITION DESCRIPTION



<b>Position Number:</b>	3101
<b>Department:</b>	Regional Services
<b>Section:</b>	Civil Operations
<b>Unit:</b>	Rural Operations
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 6 - Rockhampton Regional Council Certified Agreement 2018 – External Employees
<b>Reports To:</b>	Supervisor
<b>Revised:</b>	July 2020

## General Position Statement

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

Performance standards and expectations relating to this position will be detailed in the group performance plan.

## Specific Responsibilities

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

- Operate and conduct servicing and maintenance of various types of Council Trucks. (Tip trucks or semi tippers, water trucks, Earth moving equipment, rollers, loaders ).
- Undertake general civil construction labouring duties including but not limited to pipe laying, concreting, level-checking, bitumen/road works and compaction using vibrating plate.
- Operate and conduct pre-start and maintenance of trucks and other types of Council assets when required.
- Undertake a range of construction and maintenance tasks with general supervision.
- Read and carry out instructions and record applicable information.
- Follow all safety procedures on the job and report any concerns or incidents to the supervisor immediately.
- Report any defects or problems to supervisor, e.g. equipment or safety concerns.
- 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.

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## Position Requirements

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

## Skills/Competencies

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

- Extensive experience in the operation and maintenance of trucks preferably in the civil construction industry. (Tip trucks or semi tippers water trucks, earth moving equipment, rollers, loaders).
- A working knowledge of the requirements for small machinery and hand tool operation and maintenance, including two-way radios.
- Ability to undertake a range of construction and maintenance tasks with general supervision.
- An understanding of the requirements of civil construction and maintenance
- Ability to read and carry out instructions and record applicable information.
- Excellent skills in safe work practices, including risk assessments and the ability to follow WH&S procedures and policies.
- 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

## Qualifications

- Certificate III in Civil Construction and/or equivalent demonstrated experience.
- Ability to legally operate under a "HC" Class Licence (higher classes of licence are desirable).
- Hold a Construction Industry Induction (White Card).

## Desirable Qualifications and Experience

- Ability to legally operate under a MC Class Licence.
- High Risk Work Licence
- Certificate of Competency and ability to legally operate mobile plant.
- First Aid Certificate.

## Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

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## 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 30kg, 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 “HC” Class Licence.
- 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 against Hepatitis A&B and Tetanus.

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## 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.

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## 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.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	