

POSITION DESCRIPTION

Position Title:	Truck Driver	Reports to:	Construction Supervisor
Department:	Water and Wastewater	Directorate:	Infrastructure, Assets and Projects
Stream:	Stream B	Pay Level:	Level 4 (Division 2 - Section 5) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement

1.1 THE DEPARTMENT

The Water and Wastewater Department works within the Infrastructure, Assets and Projects Directorate and delivers on the water and wastewater obligations of Council, whilst providing a high level of customer service to the community. Council's Water Team delivers the essential services of water and wastewater (sewerage) to the Southern Downs community. Water services start at the source including the treatment and pumping of water, maintaining the network and providing water metering services. Wastewater services start with the property connection and includes maintaining the sewer network, managing pump stations and delivering wastewater treatment services at facilities across the region

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role as a Truck Driver in the Water and Wastewater Construction Team is to ensure that councils civil construction projects are delivered within the projected timeframes whilst maintaining a safe workplace environment.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Safely and competently operate the truck.
- Perform general labouring duties.
- Maintain written records and relevant documentation.
- Undertake basic preventative maintenance of plant
- Operate other plant for which the position holder is licenced.
- Accurately record all instances on timesheet when towing of the trailer has been undertaken, which will result in payment of Higher Duties at Pay Level 5 (Division 2 - Section 5).
- Other duties as directed by the relevant Supervisor or their delegate.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Extensive experience and recent high-level operation of the relevant truck in a civil construction environment.
2. Experience and understanding of appropriate preventative maintenance of trucks.
3. Ability to perform physical labouring duties.
4. Ability to plan work and complete within set time frames.
5. Ability to work effectively in a small team.
6. Proven ability to work with limited or no supervision.
7. Sound level numeracy and literacy skills necessary to maintain records.
8. Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. Experience in the Civil Construction Industry.
2. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high-quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- Current “HR” (Heavy Rigid) class driver’s licence.
- Occupational Health and Safety Construction Induction Card (“White Card”) or the ability to obtain prior to commencement.
- A current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain within a reasonable timeframe before or during commencement.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Doggers Licence.
- Forklift Licence.

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council’s Immunisation Procedure.

PROBATION PERIOD

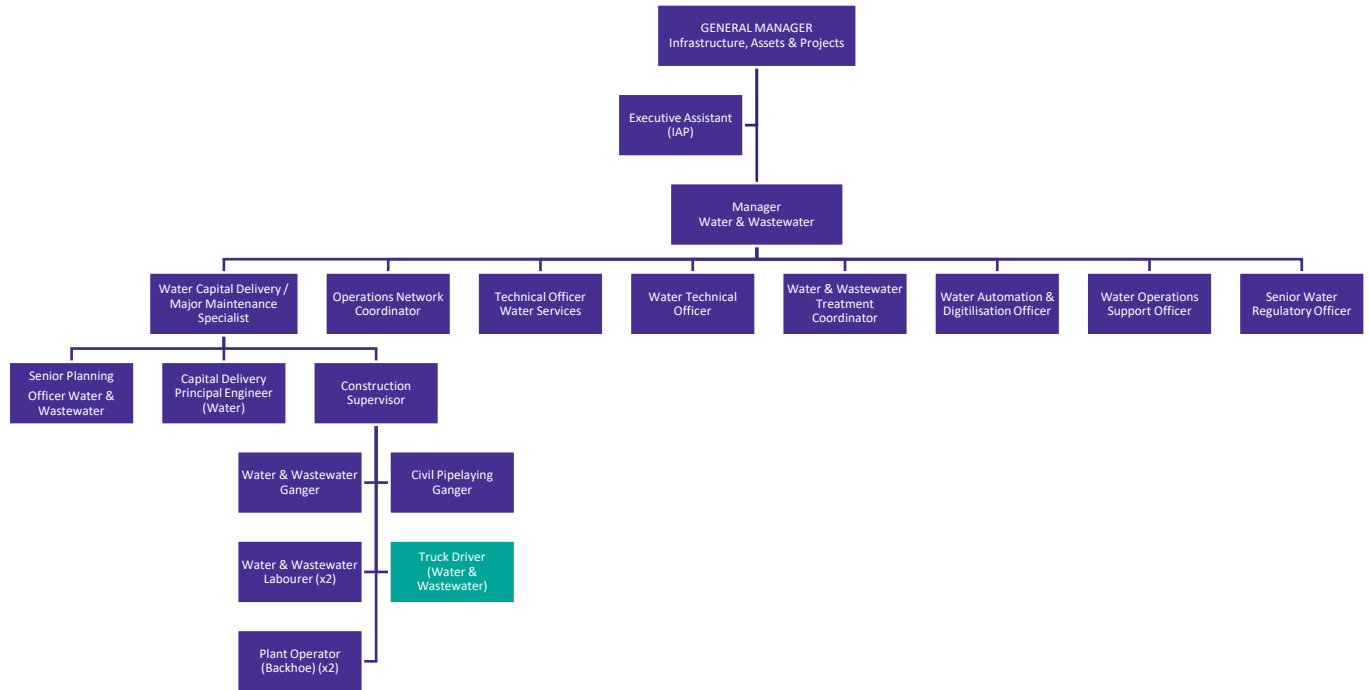
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.