

POSITION TITLE:	TRUCK DRIVER / TEAM LEADER TAR PATCH CREW
SECTION	WORKS
DIRECTORATE:	INFRASTRUCTURE AND OPERATIONS

1. REMUNERATION

Grade 7 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Works Coordinator

b) Positions directly reporting to this position:

General Labourer

3. PURPOSE

To competently maintain, repair and construct Council's civil infrastructure assets in a safe and proficient manner.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Team members
- Other Council staff

External

- Contractors
- Community and business representatives



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner



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	Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	- Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes - Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	- Ensure accurate and timely record keeping in accordance with Council's requirements - Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	- Promote the development of more efficient work practices - Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate - Promote a culture of change and innovation by encouraging new ideas
Environment	Consider the protection of the environment when undertaking all Council activities Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	- Perform other duties as required consistent with the level of competencies of the position - Ensure efficient and appropriate use of Council resources when carrying out work - Accomplish tasks while working under limited / minimum supervision - Work with allocated resources and budget to meet or exceed expectations of Council - Administer and ensure efficient and appropriate use of Council resources



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6. PRINCIPAL ACCOUNTABILITIES

- Ensure maintenance works are carried out in accordance with Council and Transport for NSW (TfNSW) standards.
- Lead a small crew to achieve and maintain an efficient and high standard of production and quality in the maintenance and construction of Council civil infrastructure assets
- Ensure identified defects are attended to within the required response time and intervention level

7. KEY DUTIES

- Lead and manage a small team of up to 4
- Ensure that prior to any excavation works that the location of all public utilities are identified and located. Liaise with the Works Supervisor with respect to the location of public utilities
- Be responsible for the direction and control of vehicular traffic during road work activities including the erection of warning signs and devices as specified by the current or adopted code
- Direct team members with regard to the construction and maintenance work and materials in accordance with the direction as specified by the Works Supervisor
- To operate communications equipment, i.e. two way radio
- To perform routine maintenance and schedule services for plant items and notify the workshop of any irregularities with regard to machine operational performance. Manage and maintain team vehicles and equipment.
- Be responsible for sealing prepared pavement to required standard and complete spray sheets
- Make and provide records or work output including times of work, assigning of job numbers and plant maintenance records
- Promote the development of more efficient work practices
- Work overtime as required
- Ensure the emulsion storage facility is maintained and kept clean
- Dispose waste materials as required at the approved facility
- After obtaining suitable qualification for traffic controller you are authorised to carry out duties of the traffic controller under the Roads Regulations, on all the roads within the Griffith City Council LGA.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis B and Tetanus and will be arranged upon commencement.



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9. KEY SELECTION CRITERIA

ESSENTIAL

- Hold a current Australian Class HR driver license.
- Hold a General Construction Induction Training Certificate (GIT or white card).
- Demonstrated experience to understand construction plans, organise materials and carry out work accordingly.
- Demonstrated ability to use IOS, Android or Microsoft Windows based tablets
- Demonstrated experience and ability to recognise and correct various civil infrastructure asset defects and take appropriate corrective action.
- Demonstrated experience to lead, organise and co-ordinate a small team.
- Demonstrated accurate record keeping skills.
- Demonstrated high level of verbal and written communication.

DESIRABLE

- Hold an RMS – Traffic Controller Card
- Hold an RMS – Implement Traffic Control Plans Card
- Hold a WorkCover certificate or document of competency from a registered training provider for the use of a Backhoe
- Hold a WorkCover certificate or document of competency from a registered training provider for the use of a Front End Loader

DESIRABLE LICENSES AND CERTIFICATIONS

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold	Current	Eligibility to hold	Details (License or Certificate no)
	Yes/No	Yes/No	Yes/No	
RMS – Prepare a Work Zone Traffic Management Plan Ticket				
First Aid Certificate				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.



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KEY

- O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 N/A Not Applicable
 ≡ Winter
 ✱ Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery			X		
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X	
Standing	Tasks involve standing in an upright position without moving about				X	
Driving	Tasks involve operating any motor-powered vehicle				X	
	Tasks involve driving vehicle on unsealed roads.		X			
Sitting	Tasks involve remaining in a seated position during task performance			X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		X			
Walking/Running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes	X				
	Tasks involve walking whilst pushing/pulling objects	X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X				
	Tasks involve climbing over or under machinery	X				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.	X				
	1. Light lifting/carrying (0-9 Kg)		X			
	2. Moderate lifting/carrying (10-15 Kg)	X				
	3. Heavy lifting/carrying (16 Kg and above)	X				
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.		X			
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.	X				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	X				
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.	X				
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					X
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust		X			
Gases	Tasks involve working with gases	X				
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	X				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis			X		



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Demands	Description	Frequency				
		O	F	C	R	NA
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room	X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	X				

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description January 2024

Job Evaluation Assessment Date: 28/02/2012

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	

