

# Diamantina Shire Council

## POSITION DESCRIPTION



<b>Title:</b>	<b>Truck Driver (MC)</b>
<b>Position No:</b>	<b>TBA</b>
<b>Award:</b>	Queensland Local Government Industry (Stream B) Award - State 2017 Division 2, Section 5 – Operational Services
<b>Certified Agreement:</b>	Under Development
<b>Classification:</b>	Level 6
<b>Department:</b>	Infrastructure Services
<b>Branch:</b>	Operations (Works)
<b>Location:</b>	Bedourie / Birdsville
<b>Reports to:</b>	Supervisor / Leading Hand (Civil, Construction, Maintenance)
<b>Direct Reports:</b>	Nil

### POSITION OBJECTIVE

The Truck Driver (Multi Combination) is responsible for performing civil construction and maintenance work to a high standard. The position works as part of road maintenance or construction crews, completes scheduled works on time and operates plant to the level of their skills, training, and licencing requirements. The position is flexible and adaptable to provide labour on projects as required.

### COUNCIL'S VALUES

**Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

**Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

**Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

**Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

### KEY RESPONSIBILITIES

- Drive and operate a Road Train Type 2 multi combination vehicle to perform high quality civil construction and maintenance infrastructure road works that conform to the required specifications and/or works practices and assist with worksite preparation, measuring, marking and basic levelling.
- Undertake daily maintenance of assigned plant such as greasing, oiling and minor repairs, and work with workshop service team in the repair and maintenance of assigned plant, including recording pre-start inspections.
- Operate assigned plant to complete allocated tasks on time and to the required standard and perform work activities in a safe and healthy manner.

- Undertake road maintenance and construction activities in accordance with safety regulations, approved designs, industry and DTMR standards and procedure.
- Ensure strict compliance with National Heavy Vehicle Regulator (NHVR) requirements including Chain of Responsibility and complete driver's logbook entries with "Yellow Copy" being submitted at the end of each roster.
- Ensure strict compliance with National Transport Commission (NTC) Load Restraint Guidelines regardless of the vehicle being operated.
- Drive and operate plant and machinery, as required, to level of competency to complete jobs in an efficient and cost-effective manner, keeping the interior and exterior of the allocated plant clean and tidy.
- Undertake traffic control and install regulatory signs and guideposts to DTMR standards including the installation of temporary signs and barricades, as required.
- Implement and oversee operational procedures and work practices for various project outcomes and provide clear and open communication to team members and attend site inductions, team meetings and toolbox talks, as required, to ensure a safe and healthy workplace.
- Ensure records are maintained in a timely manner and provide work progress reports to the Supervisor, completing relevant safety, plant and job management documents including accurate timesheets, plant running sheets, fuel issue sheets and stores requisitions.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Ensure that Council's Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with council requirements.
- Undertake a range of tasks, as needed on the work site, including labouring when there is machine downtime, within the scope of the position, consistent with skills, competence and training.

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### **KEY SELECTION CRITERIA**

- Proven minimum two (2) years demonstrated experience in the operation and maintenance of a Road Train Type 2 (multi combination vehicle) with side tipper and/or water tankers associated with road maintenance and construction works.
- Demonstrated knowledge and experience in road construction and maintenance techniques, standards and worksite preparation including the ability to load and unload vehicles in line with regulations and Council procedures.
- Thorough knowledge and understanding of National Heavy Vehicle Regulations (NHVR) and National Transport Commission (NTC) and appropriate application.
- Knowledge and understanding of the Department of Main Roads (DTMR) standards - Manual of Uniform Traffic Control Devices (MUTCD).

- Sound knowledge of gravel categories, capacity and load restraint methods and roadwork signage.
- Ability to solve problems, work without direct supervision whilst exercising initiative, judgement and enthusiasm.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a professional and flexible manner.
- Basic literacy and numeracy skills to ensure an understanding of Council's policies and procedures and the ability to complete timesheets, job cards and defect reports.
- Demonstrated understanding and commitment to Workplace Health and Safety Act 2011, Work Health and Safety policies and procedures and safe work practices.
- Where required, stay in camp accommodation away from town and undertake work outside of normal business hours.

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## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Essential**

- 'MC' Class Queensland Drivers Licence or higher.
- Hold or have the ability to obtain a range of plant competencies including, but not limited to: Backhoe, Front End Loader, Skid Steer, Roller, Excavator.
- Construction Safety Induction Card (White Card)
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

### **Desirable**

- Certificate III Civil Construction or equivalent
- Operation of a Grader or Forklift
- Traffic Controller accreditation
- First Aid and CPR Certificate

**Note:** Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

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## **Corporate Accountabilities**

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.

- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

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### **Work Health and Safety Responsibilities**

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

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### **EXTENT OF AUTHORITY**

As per Council's Delegation Register.

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### **Position Description Acceptance**

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_