

POSITION DESCRIPTION

Title:	Truck Driver/Plant Operator
Position Number:	
Department:	Works and Services
Reports To:	Team Leader/Leading Hand
Supervises:	
Effective Date:	August 2016
Classification:	Level 5 Local Government Industry Award 2010

Overall Objectives

Provide the council and residents of the Central Highlands with a comprehensive and well maintained municipal road network, waste management, parks, reserves and buildings.

Key Functions, Responsibilities/Principal Accountabilities

1. Ensure that all information obtained by way of your employment with the Council is treated with discretion and remains confidential.
 2. To assist in the construction and maintenance of roads or any associated infrastructure as required by management
 3. Cartage of resources and materials.
 4. To perform minor servicing and maintenance of the designated machine (Truck).
 5. Ensure the safety and welfare of property, the public and the work force in the discharge of Council's functions.
 6. Use other plant competent and trained to operate as required i.e Loader, road roller, backhoe, excavator, mowers, chainsaws and brush cutters, or as directed by Council supervisors (Team Leader, Leading Hand or Manager)
 7. Manual labouring including the operation of small plant and hand tools as directed by a supervisor (Team Leader, Leading Hand or Manager) eg; weed spraying, mowing, etc.
 8. Undertake approved private works/private hire in a manner acceptable to both Council and the client
 9. Working safely in compliance with the Workplace health & Safety Act 2012 and Council's policies and procedures.
 10. To undertake any task, within the limit of the employees skill and training as directed by the leading hand or manager.
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Qualifications and Expertise

Formal Qualifications

- Retention of current drivers licence Class A
- Retention of heavy combination truck licence
- Retention of qualifications in relation to plant operation.
- First Aid Certificate
- Basic Work Site Traffic Management Certificate
- White card
- Chainsaw Licence

Experience

- Ability to perform in a competent manner (Truck Driver).
- Basic mechanical knowledge.
- Skills in road construction/maintenance
- Skills in sheeting gravel on roads

Knowledge/Skills

- Ability to work and perform in a safe and healthy manner
- Discretion to undertake minor maintenance and repair of Council's facilities.
- Ability to decide what good and proper work practices are.
- Ability to identify problems in plant, methods and works and report them or undertake minor problem solving.
- Machinery and equipment operating skills appropriate to the class of licence held.
- Ability to work without supervision.
- Ability to work to given tolerances.
- Knowledge of employee obligations under the Workplace Health & Safety Act 2012 and Regulations.

Personal Attributes

- Self motivated and success motivated.
- Ability to operate in a team environment.
- Effective communication skills.
- Competent use of communications equipment.
- Demonstrate a personal pride in work.

Performance Indicators

The incumbent's performance will be judged against the following:

1. Incumbent participates in the implementation and participation of a safe working environment.
2. Activities are undertaken to defined standards and within budget allocations.

3. Provision of safe and healthy working environment.
4. Courteous and co-operative approach to community, councillors and staff.
5. Ability to maintain and operate truck and trailer effectively and safely.
6. Ability to operate various items of plant to industry standards.
7. Sheetting of gravel on Council roads to an acceptable standard.

MULTISKILLING:

A supervising officer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. In an employee is directed to carry out the work of a higher classification or award band the higher duties clause of the relevant award will apply.

DATE APPROVED:

APPROVED BY:

PRESENT OCCUPANT:

DATE OF APPOINTMENT: