

Burdekin Shire Council is currently seeking applications to fill the role of Truck Driver within the Works section.

The Position

The key responsibilities include:

- Under the direction of supervisors, participate in maintenance and construction activities of Council infrastructure within the shire.
- Operate machinery, so far as practicable, from public lands and not trespass by person or by vehicle into private lands unless authorised by a supervisor.
- Check the location of services (Power, Water, Fibre Optic etc.) before commencing work.
- Ensuring that all loads are properly covered and safely secured. Failure to adhere to these rules may attract an on the spot fine for which the driver is liable.
- Labouring duties as required and as directed by Supervisor.
- May be required to work overtime & when required, attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.
- Responsible for daily machinery maintenance prior to machinery start-up (six-point check).
- On a weekly basis, when necessary, clean both the exterior and interior of the machine.

The Person

The successful applicant will possess the following attributes at a minimum:

- Current HR (Heavy Rigid) Drivers Licence.
- General Construction Induction White Card.
- Demonstrated experience in driving a water truck during road construction and maintenance activities.
- Proven ability to work under minimum supervision.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,202.75 including Construction Allowance.

Applications for **20/04 – Truck Driver - Works** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 20/04, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 28 January 2020 at 5.00pm.

For further information please contact the Works Overseer – Rob Potter on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Current HR (Heavy Rigid) Drivers Licence.
2. General Construction Induction White Card.
3. Demonstrated experience in driving a water truck during road construction and maintenance activities.
4. Proven ability to work under minimum supervision.

Desirable

1. Current HC (Heavy Combination) Drivers Licence.
2. Traffic Management Implementation.
3. Safe Working Near Overhead and Underground Electric Lines.
4. Experience with auto spreader for bitumen seals.

Position Number	30102
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 5
Reports To	Overseer - Works
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Operate Burdekin Shire Council plant in an efficient and safe manner and follow and implement instructions efficiently and accurately.

Contribute to the construction and maintenance of Council infrastructure by operating allocated plant under the general direction of supervisors, and as part of a productive and enthusiastic team. Actively perform other duties as directed by supervisors.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Under the direction of supervisors, participate in maintenance and construction activities of Council infrastructure within the shire.
- Operate machinery, so far as practicable, from public lands and not trespass by person or by vehicle into private lands unless authorised by a supervisor.
- Check the location of services (Power, Water, Fibre Optic etc.) before commencing work.
- Keep written records as determined necessary by Council and as directed by Supervisors.
- On a weekly basis, when necessary, clean both the exterior and interior of the machine.
- Ensuring that all loads are properly covered and safely secured. Loads must not protrude more than 150 mm from the side of the vehicle/trailer. When an item protrudes more than 1.2 metres past the rear of the vehicle/trailer, a red warning flag must be attached. Failure to adhere to these rules may attract an on the spot fine for which the driver is liable.
- Be aware that Council has a no-smoking policy in place that prohibits smoking in all Council vehicles and buildings.
- Responsibly use Council communication equipment including two-way radios, UHF receivers and mobile telephones.
- Labouring duties as required and as directed by Supervisor.
- May be required to work overtime & when required, attend out-of-hours emergencies as requested by the Works Overseer or Supervisor.

Machinery Maintenance

- Drivers and Operators of machinery shall be responsible for the daily machinery maintenance prior to machinery start-up (six-point check).
- Conduct start up and shut down procedures as per operator manuals.
- Conduct basic preventative maintenance and clean allocated item of plant. All servicing and maintenance of plant to be to Manufacturer's specification
- Ensure allocated plant, tools and equipment are used and maintained to Council policy and return or re-assign after use.

Position Requirements**Knowledge**

- Knowledge of servicing and pre-start requirements for plant.
- Basic mechanical knowledge
- Knowledge of procedures relating to civil construction/maintenance work.
- Knowledge of the Work Health and Safety Act and Regulations and the Traffic Act relevant to this position.
- Understanding and Identifying services prior to work commencing
- Knowledge of and commitment to Councils' policies, procedures and other legislative requirements in relation to Equal Employment Opportunities (EEO), Anti-Discrimination, and Work Health and Safety.
- Understanding of customer focus in Council operations.
- Understanding of Work Health and Safety requirements and responsibilities.
- Understanding of quality control procedures.

Skills

- Driving – Truck over 8t GVM with more than two axles.
- Working in a group to achieve predetermined goals.
- Time management and work prioritisation skills.
- Sound record keeping skills.
- Sound numeracy and literacy skills.

Abilities

- Ability to achieve productivity and quality of work when operating a range of plant.
- Ability to follow directions and work unsupervised to achieve satisfactory outcomes.
- Ability to read, write and perform numerical calculations to a standard commensurate with the requirements and classification of the position.

Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness for driver/operator (truck, plant, labourer, medium to heavy lifting).
- Physical ability to continue to perform the duties of the position including labouring activities as required.

Experience and Qualifications

- Current Queensland Driver's Licence with HR or HC endorsement.
- General Construction Induction White Card.

- Traffic Management Implementation.
- DTMR Working in Proximity to Traffic Parks 1 & 2.
- Safe Working Near Overhead and Underground Electric Lines.
- Experience in driving a water truck during road construction and maintenance activities.
- Competency in operating a range of plant acquired through experience.
- Experience in the civil construction and maintenance area.
- Experience with auto spreader for bitumen seals.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Characteristics of level 5

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

Core Competencies

These competencies relate to Award Level 5 positions:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.

- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.