



Carrathool Shire Council

POSITION DESCRIPTION

Heavy Combination Truck Driver

DIRECTORATE	INFRASTRUCTURE SERVICES
REPORTS TO	SOUTHERN OVERSEER
CLASSIFICATION	BAND 1 LEVEL 4
GRADE WITHIN SALARY STRUCTURE	8
STATUS OF EMPLOYMENT	PERMANENT
HOURS OF WORK	38
POSITION CODE	4226
DATE APPROVED	19 JANUARY 2024

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

Drive a heavy articulated truck to safely cart materials to and from the work site to effectively service the operational requirements of Council.

Inspect and maintain plant to maximise the time the truck is on the road.

Key accountabilities

Within the area of responsibility, this role is required to:

- Drive the heavy articulated truck in a safe and effective manner to cart material to and from the work site and to provide an effective service to Council's operations.
- Control the loading of the truck to ensure appropriate weight distribution and that total weight is consistent with manufacturer's specifications and RMS requirements.
- Carry out general roads maintenance as required by Overseer.
- Tip load to ensure the safety of the work team and the truck taking special caution of overhead wires and steep terrain.
- Maintain, clean and refuel the truck to ensure it is operating in a safe and efficient manner.
- Check the safe operation of all features of the truck prior to commencing work each day and diagnose mechanical problems to minimise downtime.
- Erect barricades and safety signs to protect the public whilst work is performed.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	<ul style="list-style-type: none">• Ensure an efficient, courteous and professional service to internal and external customers at all times.• Always present a positive image of Council.
Governance	<ul style="list-style-type: none">• Carry out work in line with relevant legislative requirements, codes, practices and standards.• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.• Take responsibility for and manage own work and contribute to a productive work environment.• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.• Ensure accurate and timely record keeping in accordance with Council's requirements.
Work Health and Safety	<ul style="list-style-type: none">• Perform work in accordance with WHS Legislation and Council's policies and procedures.• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.• Contribute to work health and safety of self and others.• Attend and participate in all training as directed.
Risk Management	<ul style="list-style-type: none">• Assist Council supervisors and managers in identifying and assessing hazards at the workplace.• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.• Do not interfere or misuse any safety device or equipment which has been provided.
Environmental	<ul style="list-style-type: none">• Consider the protection of the environment when undertaking Council activities.

Key relationships

Internal	External
Manager Infrastructure Service	Nil
Northern Overseer	
Other staff	

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

Essential requirements





1. Class HC driver's licence.
2. Proven experience in Council operations and the ability to assume the responsibilities of the position.
3. Experience in road hauling of civil construction materials.
4. Extensive understanding of road rules and Roads and Maritime Services (RMS) regulations.
5. Basic ability to maintain the truck and to identify mechanical problems.
6. General Induction for Construction certificate (white card).
7. Basic understanding of traffic control and public safety procedures.

Desirable requirements

8. Qualifications in traffic control.
9. Certificate III Civil Construction.

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.









Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Intermediate	1
	Display Resilience and Adaptability	Foundational	2
	Act with Integrity and Courage	Foundational	4
	Demonstrate Accountability	Foundational	3
 Relationships	Communicate and Engage	Foundational	3
	Community and Customer Focus	Foundational	2
	Work Collaboratively	Foundational	1
	Influence and Negotiate	Foundational	4
 Results	Plan and Prioritise	Intermediate	1
	Think and Solve Problems	Foundational	3
	Create and Innovate	Foundational	4
	Deliver Quality Results	Foundational	2
 Resources	Finance	Foundational	3
	Assets, Tools and Resources	Foundational	1
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p>Personal Attributes Manage Self</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> • Demonstrates an understanding of what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Demonstrates awareness of own strengths and weaknesses • Asks for feedback from colleagues and other stakeholders • Makes the most of opportunities to learn and apply new skills
 <p>Relationships Work Collaboratively</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> • Keeps team members and manager informed of what he/she is working on and/or doing • Shares knowledge and information with team members and manager • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
 <p>Results Plan and Prioritise</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> • Manages time appropriately • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
 <p>Resources Assets, Tools & Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> • Effectively uses a variety of work tools and resources to enhance work products and expand own skills set • Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately • Reports faults or problems with work tools and equipment within appropriate timeframes

Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

Step 1 (Entry Level) Essential Criteria	<ul style="list-style-type: none">• Class HC driver's licence.• Proven experience in Council operations and the ability to assume the responsibilities of the position.• Experience in road hauling of civil construction materials.• Extensive understanding of road rules and Roads and Maritime Services (RMS) regulations.• Basic ability to maintain the truck and to identify mechanical problems.• General Induction for Construction certificate (white card).
Step 2	<ul style="list-style-type: none">• Prerequisites from Step 1 plus:• Council's general induction completed.• Attainment of Certificate to Work Safely Near Live Electrical Apparatus as a Non-electrical Worker.• Attainment of qualifications in traffic control.• Demonstrates Stream 1 Capabilities.
Step 3	<ul style="list-style-type: none">• Prerequisites from Steps 1 and 2 plus:• Demonstrated knowledge of the area's local road network stockpile sites and quarries.• Demonstrates Stream 1 and 2 Capabilities.
Step 4	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2 and 3 plus:• Working ability to operate and maintain plant such as tractors, front end loaders, backhoe, trucks and attachments.• Demonstrates Stream 1, 2 and 3 Capabilities.
Step 5	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2, 3 and 4 plus:• Attainment/commencement of Certificate III in Civil Construction or related discipline.• Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

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 Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / _____

HR Signature _____ Date ____ / ____ / _____