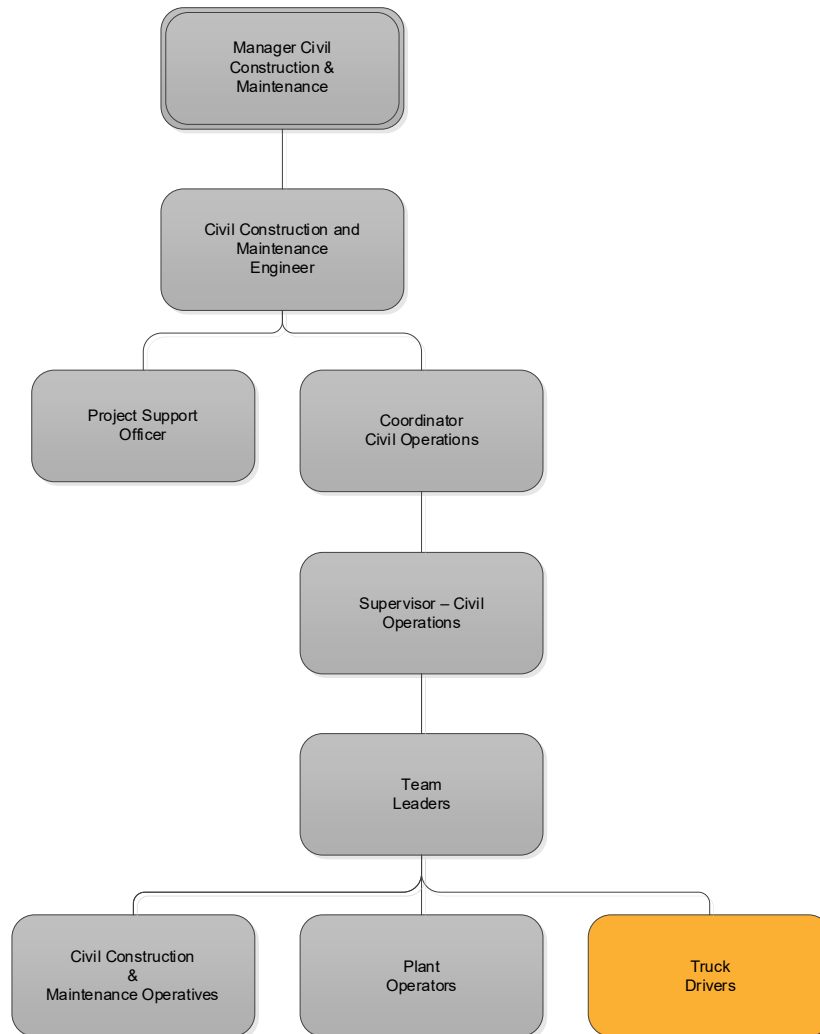


## POSITION DESCRIPTION

<b>Position Title</b>	Truck Driver (MR)
<b>Position Number</b>	31182
<b>Division/Directorate</b>	Community Assets
<b>Branch</b>	Civil Construction and Maintenance
<b>Grade</b>	6
<b>Band and Level</b>	Band 1 / Level 3
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Licencing or registration requirements</li> <li>• Attending a pre-employment medical</li> <li>• Participating in a call out roster</li> <li>• MR Drivers Licence</li> <li>• Ability to work overtime when required</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial, and environmental demands.</p> <p>Mobility around a construction work site</p> <p>Manual handling</p>
<b>Reports To</b>	Team Leader Civil Construction and Maintenance
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<p>Welcoming - Embracing our vibrant and diverse community</p> <p>Liveable – Strong and integrated connections between our people and our services</p>
<b>Position Purpose</b>	
	To provide quality service in the delivery and maintenance of infrastructure assets in the local government area.
<b>Key Result Areas</b>	
	<p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning &amp; Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience &amp; Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</p>

## Reporting Structure



## Key Duties & Responsibilities

1. Safely operate vehicles, plant and equipment associated with the work.
2. Hitch and unhitch trailers/van to truck
3. Secure loads and ensure correct weight in line with Council and statutory requirements
4. Ensure vehicle and associated plant/equipment is secure when not in use, ensure the vehicle is refuelled regularly for maximum utilisation, and maintain the inside and outside of the vehicle in a clean condition at all times
5. Carry out all mechanical and safety checks on the vehicle and report breakdowns, routine maintenance and repairs to the workshop in a timely manner.
6. Undertake routine checks and basic maintenance to ensure tools and equipment under your control are kept in serviceable and safe condition at all times
7. Assist the workshop in carrying out repairs to the vehicle, if requested by the Workshop Supervisor
8. Provide assistance to the Team Leader in any general labouring work. Undertake physical manual labouring tasks as required by the Team Leader

Tasks may include but not limited to:

- i. general earthworks including but not limited to hand digging, sweeping, shovelling, levelling, clearing, lifting, and spreading materials

- ii. preparing, setting up, installing and completing concreting works including basic formwork,
  - iii. drainage and stormwater works, road maintenance and repairs
  - iv. placing, screeding, and finishing asphalt and concrete
  - v. signage installation and maintenance
  - vi. traffic control
  - vii. customer response work requests
  - viii. emergency response
  - ix. community event preparations
9. Undertake record keeping activities using Council mobile devices and applications including future technology enhancements to facilitate civil construction and maintenance activities as required
  10. Other relevant duties which may be required by the Team Leader or Manager from time to time
  11. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
  12. Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

### WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - o understand and adhere to the principles of Risk Management within their job role;
  - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - o provide input into various risk management activities;
  - o report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - o follow Council policies and procedures.

### Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

### Essential Criteria

1. Current MR licence and considerable MR truck driving experience
2. Manual handling skills
3. Operation of small plant and equipment
4. Experience in general labouring work
5. Demonstrated ability to apply WHS and EEO principles
6. Demonstrated ability to work as part of a team
7. WH&S General Induction for Construction Work Certificate

Desirable Criteria	
1. Certificate equivalent to LB Workcover Licence (Loader) 2. Traffic Control Certificate	
<b>Prepared By</b>	Manager Civil Construction and Maintenance
<b>Date Prepared</b>	September 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	