



MOUNT ISA CITY COUNCIL

POSITION DESCRIPTION

POSITION TITLE:	Labourer / Truck Driver
EMPLOYMENT STATUS:	Full-time
AWARD CLASSIFICATION:	Level 5 Yard Queensland Local Government Industry (Stream B) Award – State 2017 in conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Infrastructure Services
SECTION:	Urban Construction and Urban Maintenance

POSITION OBJECTIVE

To effectively and efficiently undertake truck driving and general labouring activities within a construction and maintenance environment.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader – Urban Construction and Urban Maintenance

Supervises: Nil

REQUIREMENTS OF THE POSITION

The following outlines key responsibilities of the position, but is not all encompassing:

Skills, Knowledge and Experience

- Sound literacy and numerical skills necessary to maintain servicing records and complete; time sheets and other relevant documentation;
- Proven ability to work with minimal to no supervision;
- Ability to plan work schedules and complete tasks within set timeframes;
- High level of communication skills necessary to deal with the general public, contractors, and other employees within the Council's Policies and Guidelines;
- Able to work within a team environment;
- Self motivated with strong time management abilities;
- Must demonstrate a willingness to learn;
- Knowledge of plant maintenance procedures / ability to undertake preventative machinery maintenance;
- Working knowledge of Workplace Health and Safety relevant to the position;
- Proven high level of performance in a similar role is desirable;
- Understanding and practicing customer focus in Council operations.

Qualifications

- Hold and maintain an unrestricted HR class driver's licence as minimum requirement.
- Construction White Card is mandatory prior to commencement.
- Traffic control and traffic management accreditation is highly desirable;
- Plant Operator competencies across a range of machinery is highly desirable;

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

- Undertake all labouring and manual handling functions of the role as directed by the Leading Hand and Team Leader;
- Operate plant and machinery within the level of competency, licence or tickets held;
- Perform pre-start checks on all equipment prior to use and report any defects;
- Maintain all plant, equipment and assets by using preventative maintenance initiatives;
- Undertake any other duties as directed by the Leading Hand and Team Leader;
- Provide and maintain high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Ensure all plant machinery is operated in a safe and competent manner;
- Ensure all vehicles are maintained in a clean and tidy state;
- Ensure written records and relevant documentation are properly maintained to relevant standards;
- Responsible for working safely at all times to protect own health and safety and that that of all team members and any other person in the work environment;
- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WH&S Induction and /or Council requirements;
- Abide by Council WH&S Policies, Procedures and training at all times;
- Report any personal, third party or vehicle incidents or damage to the Team Leader immediately;
- Report any WH&S concerns to the Supervisor/Team Leader immediately;
- Ensure that Council's SAFEPLAN is adhered to;
- Ensure hazardous materials are disposed of as set out in the manufacturer's specifications and in accordance with procedures and the provisions of the Dangerous Goods Safety Management Act 2011 and the Environmental Protection Act 1994 and subordinate legislation;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Physical Requirements

- It is an inherent requirement of the position to be able to frequently lift weights up to 10 kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time and to work upright for continuous periods of time whilst operating trucks;
- Required to climb ladders and to get in and out of trucks;
- Stooping, crouching and crawling on uneven surfaces;
- Required to raise or lower objects from one level to another regularly during the shift;
- Requires exerting force up to a certain number of kilograms on a regular basis so that the object is moved to or away from the employee (pushing/pulling);
- Required, on a regular basis, to carry objects in his or her arms or on the shoulder(s);
- Requires clarity of vision at 20 feet or more, with or without corrective lenses;
- Required to travel to remote locations;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

Specific requirements of the position are:

- Vehicles are maintained in a clean and proper state;
- All labouring functions are carried out adhering to safe working practices;
- All assigned tasks completed professionally and on time;
- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Promotes and complies with council policies and procedures.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

MOUNT ISA CITY COUNCIL
Labourer Truck Driver Position Description

Selection Criteria – Labourer / Truck Driver

SELECTION CRITERIA		WEIGHTING (%)
SC1	Demonstrated experience in an equivalent position.	30%
SC2	Sound understanding of the requirements for pre-start checks on all equipment prior to operation with a basic knowledge of, and ability to, undertake minor servicing and preventative machinery maintenance.	25%
SC3	Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation.	20%
SC4	Must be self motivated with strong time management abilities and possess good work ethics with a proven ability to work with minimal or no supervision but also within a Team environment.	15%
SC5	Demonstrated knowledge of safe work practices and the ability to identify hazards and risks on the worksite	10%

AUTHORISATION

Director: Renee Wallace

Signature: _____

Date: ____ / ____ / ____

Date originated: 1 June 2011

Date reviewed: 18 August 2020