

# Role Description

**Position Title**      **Truck Driver**

**Position Number**      **OPS296**

## **Purpose of Role**

To operate council trucks in a competent, safe and efficient way for the transport of staff, materials and equipment, and to provide general labouring assistance as required.

## **Specific Responsibilities**

- Operate trucks, water cart and other plant as required, based on the needs of the section.
- Carry out daily checks, basic maintenance, servicing and cleaning of the vehicle/plant each day and report all defects in accordance with council requirements.
- Assist when required to rectify defects to the vehicle/plant.
- Undertake general labouring and other duties as directed.
- Ensure that the operation of the plant is limited to its intended use.
- Ensure compliance with all legislation, approved standards, policies and procedures relating to the team's practices and processes.
- Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, council's safety policy and procedures.

## **Work Experiences and Skills - essential**

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated ability to safely load and drive trucks with an awareness of the road rules and regulations and the load restraint rules and regulations.
- Demonstrated numeracy, written and verbal communication skills sufficient to undertake administrative duties necessary for the role, read safety instructions, plans, and to effectively communicate with the public and team members.
- Sound experience in undertaking manual tasks a safe conscious manner.
- Sound time management skills and the ability to develop, maintain and monitor own work activities in order to meet deadlines.

## **Academic, Trade Qualifications and other Licences - essential**

- Current HR class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

## **Recordkeeping**

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

