

## POSITION DETAILS

<b>Position Title:</b>	Truck Driver	<b>Position Grade</b>	3
<b>Dept/Directorate:</b>	Operations / City Works	<b>Position Status / Hours per Week:</b>	Full time / 38 hours

## PRIMARY PURPOSE OF THE POSITION

- Driving trucks and undertaking pre-start and basic maintenance
- Driving of trucks to their optimum capacity in undertaking tasks
- Provide general assistance to teams in the Passive Parks and Streetscapes section (including Arborists) as and when required
- Provide truck driving and/or labouring services to any team of the Operations Department as and when required to meet work requirements
- Assist other staff of the Passive Parks and Streetscapes area as and when required
- Carry out other duties as directed consistent with the skills, ability, qualifications, and training of the incumbent.

## SELECTION CRITERIA

### Education / Qualifications / Licences

- Class MR Licence (minimum)
- WHS General Induction Certificate

### Experience / Specific skills

- Experience in the safe and efficient driving of trucks, including loading and unloading of stores and equipment
- Experience in the towing of large trailers and manoeuvring of vehicles on a variety of small and large work sites
- Proven experience in labouring work involving parks and gardens, civil or landscape construction and/or maintenance
- Competent in the use of tools and equipment used in the Parks and Streetscapes industry (i.e whipper snippers, blower/vacs and similar)
- Understanding of plant and truck capabilities, loading restrictions
- Competent level of literacy and numeracy

### Personal Attributes

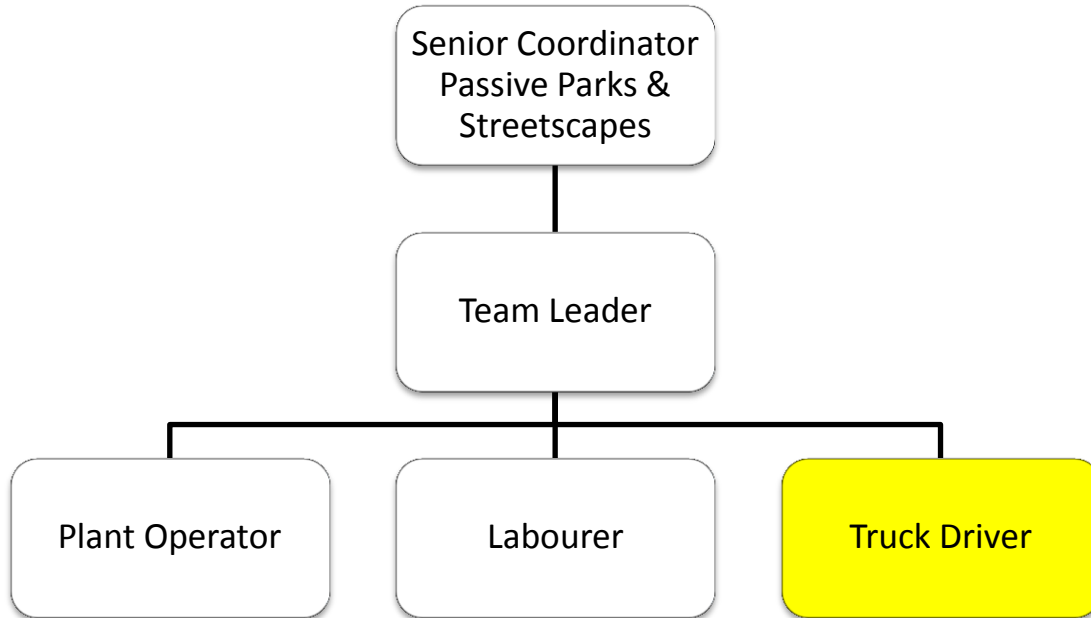
- Personally committed to working safety and strictly observing safe work practices and procedures
- High levels of reliability
- Proven team work skills
- Able to use initiative to solve day to day work issues onsite
- Self-motivated with the ability to work with limited direct supervision

### Desirable Qualifications, Experience and/or Skills

- Class HR Licence
- Backhoe/loader, skid steer or excavator certification
- Experience using environmental controls

- Experience and certification with traffic management controls
- Electrical Awareness Certificate (5099) and experience working adjacent to powerlines
- Bi-lingual language skills

### SERVICE ACCOUNTABILITIES



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The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- 50b. Passive Parks improvement and maintenance service
- 120. Stormwater improvement and maintenance service
- 134. Car park improvement and maintenance service
- 146. Roads, bridges and seawalls improvement and maintenance service
- 148. Footpaths and cycleways within open space improvement and maintenance
- 150. Footpaths and cycleways within passive recreation space improvement and maintenance

### CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter

## CORPORATE ACCOUNTABILITIES

8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	