



Position Description

Non-supervisory Employees

Position Title	Truck Driver
Section	Transport and Stormwater Network
Division	Infrastructure
Reports to	Team Leader
Grade	6
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

To assist with maintenance and construction works associated with the transport and stormwater network within the Port Macquarie-Hastings Council Local Government Area.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake general labouring activities associated with Local Government Infrastructure maintenance and construction
- Ensure truck associated with position is regularly maintained and kept in a tidy and functional state
- Maintain transport and stormwater assets by carrying out construction, maintenance and repair duties
- Participate in Council's after hours on-call roster, as required
- Undertake traffic control at job sites in accordance with work plans and traffic controller guidelines
- Ensure that works are completed in accordance with WHS legislation and relevant Council safety policies
- Comply with adopted Council Policies and Procedures
- Remain proactive, effective and presentable and convey a positive Council image
- Identify and report HR related issues to supervisor, as required
- Report hazards, incidents and injuries
- Safely and efficiently utilise trucks (HR/HC) and small plant
- Reasonably maintain plant and equipment
- Safely and efficiently utilise handheld power tools
- Assist with construction and maintenance duties as directed by the Team Leader
- Secure vehicle appropriately when not in use
- Secure and maintain tools associated with vehicle
- Enter trenches and prepare bedding, place and cover pipes
- Undertake pipeline junction repairs
- Place and finish concrete
- Undertake construction of new works, as required
- Undertake construction duties across the Infrastructure Division as directed by the Team Leader



- Undertake other reasonable directions provided by supervisor



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values

Expected Behaviour

Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



Document Endorsement

Date	22-12-2017	Group Manager	<u>Transport and Stormwater Network</u>
Date	22-12-2017	Director	<u>Infrastructure</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____