

Position Description

Position title:	Motor Vehicle Driver – Maintenance
Directorate:	Civil Construction & Maintenance
Service Unit:	Infrastructure & Property
Reports to:	Field Supervisor – Maintenance
Direct reports:	Nil
Salary point:	4
Work location:	Waratah Works Depot
Date revised:	July 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Civil Construction & Maintenance?

We are a large team of 180+ Civil Construction professionals who work hard to deliver our Capital Works Program for the benefit of the community. We have a range of employees working on the ground, on machinery and in the office. Employees within our team have a broad range of experience and enjoy sharing their knowledge. We are focused on developing our staff for the future, so many of our current employees have progressed through the ranks and have a wealth of corporate knowledge.

What's the focus of this position?

This role is responsible for working within a team to contribute to the safe and efficient operation of allocated Motor Vehicles to transport CN employees, plant, equipment and materials. You will also be instrumental to the effective construction and maintenance of civil infrastructure and other municipal works using accumulated personal skills and knowledge to ensure that the required quality of workmanship and productivity is attained.

What you'll be doing:

- Conduct routine safety checks and arrange mechanical repairs as required.
- Maintain the health and safety of both fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with WHS Guidelines.
- Work in a team-based environment in a manner which promotes team spirit and harmony and optimises the output of the team.
- Complete allocated works within nominated timeframes and to a satisfactory standard.
- Organise allotted tasks to achieve maximum productivity and efficiency in conjunction with minimum inconvenience to public amenity during the execution of works.
- Continually contribute to the promotion of teamwork and assist in building team spirit within the gang to optimise work output.
- To work in a manner which promotes the image of City of Newcastle.
- Continually improve skills and knowledge for the benefit of the individual, the team and the organisation.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

The essentials you'll need:

- HC Driver's Licence.
- Basic civil works experience in road pavement, drainage, concrete and / or asphaltic concrete.
- Ability to perform allocated duties with minimum supervision to achieved desired output.
- Experience completing WHS documentation and routine safety checks on vehicles.
- Ability to work in a team-based environment.
- Ability to accept, interpret and action verbal and written instructions.
- Literacy and numeracy skills adequate to meet the requirements of the position.
- Safe Work Near Power Lines Ticket.
- Traffic Controller and Implement Traffic Control Plans accreditation, or preparedness to attain at the employee's cost within the probationary period of employment.
- General WH&S Induction training for the Construction Industry (White Card).

Other valuable skills you may have:

- Ability to interpret construction plans, standards and related documentation.
- Accreditation for working in Confined Spaces.



City of
Newcastle

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sustainable global city

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	