

**General Information for the Position
of
Light Truck Operator (Water) –
Road Construction & Maintenance
Crew**

Further Information can be obtained from:

Engineering Department - (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

***Light Truck Operator (Water) – Road
Construction & Maintenance Crew***

LIGHT TRUCK OPERATOR - Water (Temporary)

Applications are invited for the position of Light Truck Operator (Water) – Road Construction and Maintenance Crew within the Warren Shire Council Engineering Operations Department.

Essential

- Class HR Driver's Licence
- General Construction Induction Card (White Card)
- Have the ability to undertake extensive overtime and be prepared to participate in the Extended Flexible Working Hours for Road Work Teams and Other Associated Staff Agreement

Desirable

- Plant Operation course
- First Aid certificate
- Traffic Control

Employment Conditions

- Temporary position – up to 2 years
- Salary Range: \$1008.70 - \$1170.09 per week plus allowances
- 11% superannuation
- 9-day fortnight flexitime system – 38-hour week
- Leave provisions as per the Local Government (State) Award

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Applications

An information package must be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au.

All applications should include a Resume and the completed 'Employment Application Form' (in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Councils Engineering Department on (02) 6847 6600.

SCHEDULE 2

POSITION DESCRIPTION

***Light Truck Operator (Water) –
Road Construction & Maintenance Crew***

Position Description

Position Title: Light Truck Driver – Road Construction and Maintenance

Department: Engineering

Classification: Operational Band 1, Level 3

Grading: Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.

Hours of Duty: 9 day fortnight, 38 hour week 7.00am start 4.15pm finish (Winter), 6.15am start 3.30pm finish (Summer) ½ hour lunch

Annual Leave: 4 weeks per year.

Responsible Officer: Manager Engineering Services

Immediate Supervisor: Roads Overseer

Position Objectives:

The position of Light Truck Driver - Road Construction and Maintenance Crew (Water) is one within a team of two (2) or three (3) people whose principle duty is the maintenance and construction of Council's sealed and unsealed road network.

It is a requirement of the position that the successful applicant be able to work together in a team environment and on an individual basis and go about their work with a minimum of problems and the utmost efficiency.

Works include but are not limited to Light Truck and Plant Operation but may also involve operation of other Council plant at various times and places.

Licences, Qualifications and Experience:

Essential:

Class HR Driver's Licence

Construction Induction Card (White Card)

Desirable:

School Certificate

Higher School Certificate

Plant Operation Course

Supervision Course

Certificate in Local Government Foundation Studies

Local Government Operations Certificate 2

Certificate of Competency: Backhoe

Certificate of Competency: Forklift Operator

Certificate of Competency: Truck Mounted Crane

Certificate of Competency: Excavator

Certificate of Competency: Front End Loader

Class HC Motor Vehicle Driver's Licence

Class MC Motor Vehicle Driver's Licence

First Aid Certificate

Apply Traffic Control Plans (Yellow Card)

Traffic Controller (Blue Card)

Schedule of Duties:

- Be aware of plant and equipment capabilities
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal way in accordance with all relevant Acts
- Ensure that all safety equipment and clothing is used where required in the correct manner
- Liaise with immediate supervisor with regard to daily and weekly works
- Initiate disciplinary action on staff under control of the Light Truck Driver - Road Construction and Maintenance Crew (Water) as required
- Issue instructions to and supervise staff under direct control of the Light Truck Driver - Road Construction and Maintenance Crew (Water)
- Organise daily plant and material requirements, organise stores requisitions
- Ensure that all work sites are left in a neat, tidy and safe condition
- Prepare insurance reports as required
- Attend plant schools, seminars, training sessions associated with this position if required
- Ensure that there is no wastage or misuse of resources
- Carry out other duties as required by the Manager Engineering Services, Operations Manager and/or Roads Overseer.

Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Work cooperatively with other organisations

Work Health and Safety Responsibilities

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of indoor activities and also prolonged sitting, close eye work; dealing with the public; meeting deadlines.

Key Accountabilities

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Control of plant and materials under direct control of the Light Truck Driver - Road Construction and Maintenance Crew (Water)
- Adherence to adopted policies of Council
- Carry out duties as instructed
- Report any problems with plant and equipment, mechanical or otherwise, to the Plant Foreman
- Demonstration of good driving/operating and low maintenance record for plant operated
- Advise Roads Overseer if unable to attend or complete work
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Promote a positive image of Council
- Processing of time, plant, contractor and maintenance management system sheets.

Output Measures

- Standard of workmanship
- Number of work safety incidents
- Record of staff matters
- Attendance record
- Presentation

Position Skill Descriptors - Operational Band, Level 3 (B1 L3):

Authority and accountability: Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

Judgement and problem solving: Judgement is required to follow predetermined procedures where a choice between more than two options are present.

Specialist knowledge and skills: Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.

Management skills: Some guidance/supervision may be required. May assist a co-ordinator/trainer with on-the-job training.

Interpersonal skills: Skills required for exchange of information on straightforward matters.

Qualifications and experience: Suitable experience or qualifications in a number of defined skill areas.

Warren Shire Council

Competencies and Skills

Job Title: Light Truck Driver – Road Construction & Maintenance
Band: 1
Level: 3

<u>Grade 1</u>	
HR Licence	<input type="checkbox"/>
Proof that Introduction to New Staff has been read	<input type="checkbox"/>
Basic record keeping	<input type="checkbox"/>
Basic plant maintenance	<input type="checkbox"/>
Basic understanding of traffic control	<input type="checkbox"/>
SafeWork NSW Loader	<input type="checkbox"/>
Ability to load trucks correctly, stably and securely	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>
Construction Induction Card (White Card)	<input type="checkbox"/>
<u>Grade 2</u>	
Understanding of OH & S	<input type="checkbox"/>
Understanding of construction and maintenance techniques	<input type="checkbox"/>
SafeWork NSW Forklift	<input type="checkbox"/>
Demonstrate ability to co-operate and work in a team	<input type="checkbox"/>
Operation of light plant (no SafeWork NSW Ticket required)	<input type="checkbox"/>
Basic knowledge of fire fighting	<input type="checkbox"/>
Knowledge of stores issue & ordering procedures	<input type="checkbox"/>
Chainsaw Operators Certificate	<input type="checkbox"/>
<u>Grade 3</u>	
Certificate in Local Government Foundation studies (or 3 years relevant industry experience)	<input type="checkbox"/>
First Aid Certificate (not more than 5 years old)	<input type="checkbox"/>
Roadworks Signage & Erection Certificate	<input type="checkbox"/>
Traffic Controllers Certificate	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Light Truck Driver – Road Construction & Maintenance
Band: 1
Level: 3

<u>Grade 3 Continued</u>	
Working knowledge of minor construction and maintenance techniques	<input type="checkbox"/>
SafeWork NSW Backhoe	<input type="checkbox"/>
Ability to communicate with public	<input type="checkbox"/>
Knowledge of MMS	<input type="checkbox"/>
Sound road maintenance knowledge	<input type="checkbox"/>
Sound knowledge of WHS	<input type="checkbox"/>
<u>Grade 4</u>	
Ability to calculate and measure material	<input type="checkbox"/>
Proficiency in understanding MMS and its outcomes	<input type="checkbox"/>
Plant Operator's Course (or 5 years relevant industry experience)	<input type="checkbox"/>
Working knowledge of tree lopping	<input type="checkbox"/>
<u>Grade 5</u>	
HC Licence	<input type="checkbox"/>
Local Government Operations Certificate 2 (or 5 years relevant industry experience)	<input type="checkbox"/>
Ability to supervise	<input type="checkbox"/>
Operation of heavy truck	<input type="checkbox"/>

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

***Light Truck Operator (Water) –
Road Construction & Maintenance Crew***

Employment Application Form

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <ul style="list-style-type: none">a. Australian/New Zealand Citizenb. Permanent Residentc. Current Visa including Visa Class and duration (expiry date)d. None of the above
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <ul style="list-style-type: none">a. Yesb. No
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <ul style="list-style-type: none">a. Yesb. No

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

<p>10. Do you hold a SafeWork NSW Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p>
<p>12. If you answered Yes to the above question, please detail your experience including examples*</p>
<p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p>
<p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p>
<p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p>
<p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p>

17. Do you have a disability?

a. Yes

b. No

18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.