

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

Further Information can be obtained from:

Engineering Department - (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

***Heavy Truck Driver (Water) – Road
Construction & Maintenance Crew***

Position Vacant

Heavy Truck Driver - Road Construction and Maintenance Crew (Water)

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

- Positive work attitude
- Class HC Driver's Licence
- General Construction Induction Card (White Card)
- Certificate of Competency as a Front-End Loader Operator
- 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

- Permanent position
- Salary Range: \$1155.40 - \$1340.26 per week plus allowances
- 11.5% 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.

Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.

Council is an Equal Employment Opportunity employer.

SCHEDULE 2

POSITION DESCRIPTION

***Heavy Truck Driver (Water) –
Road Construction & Maintenance Crew***

Position Description

Position Title:	Heavy Truck Driver – Road Construction and Maintenance (Water)
Department:	Engineering
Classification:	Operational Band 1, Level 4
Grading:	Local Government (State) Award Progression between Grades 1-4 is in line with Council’s Salary System.
Hours of Duty:	9 day fortnight, 38 hour week, 30min lunch 7.15am start 4.30pm finish (Winter), 6.15am start 3.30pm finish (Summer)
Annual Leave:	4 weeks per year
Responsible Officer:	Divisional Manager Engineering Services
Immediate Supervisor:	Roads Overseer

Position Objectives:

The position of Heavy 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. The primary objective of the position is to run water for road construction and maintenance using a prime mover and water trailer.

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 Heavy Truck and Plant Operation but may also involve operation of other Council plant at various times and places.

The occupant of the position is required to travel or camp as directed; and must be prepared to work out of hours as required.

Licences, Qualifications and Experience:

Essential:

Class HC Motor Vehicle Driver's Licence
Certificate of Competency as a Front-End Loader Operator
General Construction Induction Card (White Card)

Desirable:

Higher School Certificate
Plant Operation Course/Supervision Course
Certificate in Local Government Foundation Studies
Local Government Operations Certificate 2
Local Government Operations Certificate 3
Municipal & Shire Superintendent's Certificate – TAFE
Competency as a Backhoe Operator
Competency as a Truck Mounted Crane Operator
Competency as an Excavator Operator
Competency as a Forklift Operator
Class MC Motor Vehicle Driver's Licence
First Aid Certificate
Apply Traffic Control Plan Certificate
Traffic Controller's Certificate

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
- Issue instructions to and supervise staff under direct control of the Heavy 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 Divisional Manager Engineering Services and/or Roads Infrastructure Manager/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.

Output Measures

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

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 Heavy 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

Position Skill Descriptors - Operational Band, Level 4 (B1 L4):

Authority and accountability: Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.

Judgement and problem solving: Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.

Specialist knowledge and skills: The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.

Management skills: Supervisory skills in the communication of instructions, training and the checking of work may be required.

Interpersonal skills: Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

Qualifications and Experience: Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.

Warren Shire Council

Competencies and Skills

Job Title: Heavy Truck Driver – Road Construction & Maintenance
Band: 1
Level: 4

<u>Grade 1</u>	
HC Licence	<input type="checkbox"/>
Basic record keeping	<input type="checkbox"/>
Basic plant maintenance	<input type="checkbox"/>
Ability to operate in hazardous conditions	<input type="checkbox"/>
Proficiency in radios	<input type="checkbox"/>
Ability to run dirt & water as required	<input type="checkbox"/>
Understanding of construction and maintenance techniques	<input type="checkbox"/>
Understanding of WH&S	<input type="checkbox"/>
Competency Loader	<input type="checkbox"/>
SafeWork NSW Forklift	<input type="checkbox"/>
Basic understanding of traffic control	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>
<u>Grade 2</u>	
Ability to load trucks correctly, stably and securely	<input type="checkbox"/>
Operation of light plant (no SafeWork NSW Ticket required)	<input type="checkbox"/>
Ability to communicate with public	<input type="checkbox"/>
Knowledge of MMS	<input type="checkbox"/>
Demonstrate ability to co-operate and work as a team	<input type="checkbox"/>
Demonstrate ability to tow trailer safely and effectively	<input type="checkbox"/>
Ability to calculate and measure quantity of materials	<input type="checkbox"/>
Knowledge of stores issue & ordering procedures	<input type="checkbox"/>
Certificate in Local Government Foundation Studies (or 3 years relevant industry experience)	<input type="checkbox"/>
Working knowledge of construction and maintenance techniques	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Heavy Truck Driver – Road Construction & Maintenance

Band: 1

Level: 4

<u>Grade 2 Continued</u>	
First Aid Certificate (not more than 5 years old)	<input type="checkbox"/>
Sound Knowledge of WH&S	<input type="checkbox"/>
Apply Traffic Control Plan Certificate	<input type="checkbox"/>
Traffic Controllers Certificate	<input type="checkbox"/>
Competency Backhoe	<input type="checkbox"/>
Competency Excavator	<input type="checkbox"/>
Knowledge of all Council construction plant	<input type="checkbox"/>
<u>Grade 3</u>	
MC Licence	<input type="checkbox"/>
Operation of heavy plant	<input type="checkbox"/>
Local Government Operations Certificate 2 (or 5 years relevant industry experience)	<input type="checkbox"/>
Ability to supervise	<input type="checkbox"/>
Knowledge of fire fighting	<input type="checkbox"/>
Sound knowledge of crossfalls, drainage and road formation	<input type="checkbox"/>
Knowledge of Landcare practices	<input type="checkbox"/>
Train staff one on one	<input type="checkbox"/>
Plant Operation Course (or 5 years relevant industry experience)	<input type="checkbox"/>
<u>Grade 4</u>	
Local Government Operations Certificate 3 (or 10 years relevant industry experience)	<input type="checkbox"/>
Ability to understand Landcare Practices	<input type="checkbox"/>

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

***Heavy Truck Driver (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.

19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?

- a. Yes
- b. No