



Young Shire Council

INFORMATION PACKAGE

for the position of

Truck Driver Low Loader

(Closes Thursday 10th December 2015)

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ADVERTISEMENT

YOUNG SHIRE COUNCIL



Council is currently looking to fill the following outdoor position

- Ⓟ 9 day fortnight
- Ⓟ 38 hour week
- Ⓟ Permanent full time
- Ⓟ Local Government Award Allowances

Truck Driver Low Loader - \$905.00 per week

In this role you will be responsible to operate Council's Road Plant including Loader, Trucks, Trailers and Low Loader plant in Road Construction and Maintenance programme, and to undertake labouring activities on road and drainage construction and maintenance works.

For this position you will need to hold

- A current HC drivers licence
- Work Cover Induction (white card)
- Blue & Yellow Traffic Control Cards
- Evidence of Competence in Plant Operation

To apply you will need to obtain a copy of the relevant Information Package and submit an application addressing the selection criteria and provide a current resume.

You may obtain a position description by visiting Council's website at www.young.nsw.gov.au or please contact Council's Human Resources on 02 63801234.

Applications Close: Thursday 10th December, 2015

David Aber

General Manager

Young Shire Council is an Equal Employment Opportunity Employer

GENERAL INFORMATION

Position Name

Truck Driver – Low Loader

Objectives of Position

The position requires the employee to operate Council's Road Plant including Loader, Trucks, Trailers and Low Loader plant in Road Construction and Maintenance programme, and to undertake labouring activities on road and drainage construction and maintenance works.

Responsibility

The position reports to the Works Supervisor

Qualifications

The preferred qualification for this position is HC Class Drivers Licence, WorkCover WH&S Certificate (White Card), Traffic Control – Blue and Yellow Cards, Evidence of Competence in Plant Operation and to be physically fit and capable of carrying out all associated manual activities.

Salary

The position is classified as Grade 9 under the Local Government (State) Award's 2014 depending on qualifications, experience and competence.

The salary range for the position is as follows:

GRADE 9	Entry Level	Step 1	Step 2	Step 3	Step 4
<i>Weekly Gross Pay</i>	\$905.00	\$923.10	\$941.19	\$959.30	\$977.39
<i>Annual Gross Salary</i>	\$47060.00	\$48001.20	\$48941.88	\$49883.60	\$50824.28

Progression through the grade steps is subject to an annual enhancement assessment based on reward for employees gaining and applying skills additional to those recognised through the evaluation. Permanent employees also enjoy other benefits as outlined under the Conditions of Employment.

Organisational Reporting Arrangements

OPERATIONS		
Director Operations		
Survey & Design Engineer		
	Trainee Survey & Design Engineer 1	
	Asset Manager Officer Roads 1	
	Parks & Gardens Asset Planner 1	
	Asset Inspection Officer 1	
	Town Maintenance Officer 1	
Deputy Director Operations		
	Plant Fleet Manager	
		Leading Hand Mechanic 1
		Mechanics 2
	Purchasing Officer/ Store Manager 1	
		Depot / Store Assistant 1
Operations Manager	Works Foreman	
	Rural & RTA Site Control Officer	Grader Crew Maintenance 2
		Grader Crew Construction 3
		RMCC Crew 5
		Rural Parks/ Village 3
		Labour Pool 1
	Urban Site Control Officer	Grader Crew Maintenance 2
		Grader Crew Construction 3
		Construction Crew 3
		Signs 2
		Patching Crew 2
		Road Sides 1
		Urban Parks 3
		Sportsfields 3
		Cleaning Street Sweeper and Toilet 2
		Labour Pool 2
	Haulage Crew 4	

Conditions of Employment

Conditions of employment include:

- The Local Government (State) Award 2014
- 38 hours per week
- Enhancement based salary system
Entry level and 4 competency steps for each grade.
Each step is equal to 2% of the entry level.
Progression based on acquisition and use of skills.
- Grade 9 position – Band 1 Level 2.
- Weekly pay range: \$905.00 to \$977.39 per week.
- Leave provisions as per Award:
 - 4 weeks annual leave but no leave loading.
 - Sick Leave of 15 days per year which includes provision for Carers Leave
 - Long Service Leave available after 5 years continuous service
- Council funded superannuation, currently 9.5%.
- Salary sacrifice
- Salary packaging.
- Education Assistance Scheme.
- Uniform and PPE supplied.
- Council has a smoke free work environment policy.
- Applicants may be requested to undertake pre-employment medical assessments at Council's expense to assist in determining their suitability for the position.
- An offer of employment would be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment would be confirmed at the end of the probationary period.

Applying for the Position

What to Submit

Applicants should submit the following:

1. A covering letter of application.
2. A statement demonstrating how you meet each of the essential & desirable selection criteria.
3. A resume including personal details, current license certification, educational achievements and relevant work experience.
4. Contact details of at least two previous workplace referees.

Selection Criteria

Candidates for interview will be selected based on the following selection criteria:

Essential:

- Person must possess current drivers licence, Minimum Class HC.
- Work Cover Induction (white card)
- Blue & Yellow Traffic Control Cards
- Evidence of Competence in Plant Operation
- Ability to work with a positive attitude and communicate effectively in a team environment
- Excellent time management and organisational skills.
- Demonstrated commitment to WHS and EEO principles.
- Previous experience and demonstrated ability with labouring, and truck driving and/or operating machinery typically used in roadworks.
- Previous experience and demonstrated ability with chaining down and load securing
- Person must be flexible to undertake overtime as required

Desirable:

- Senior First Aid Certificate
- Chainsaw Operators Certificate
- Certificate in Front Line Management or similar

Application may be e-mailed to mail@young.nsw.gov.au or mailed to:
The General Manager, Young Shire Council, Locked Bag 5, YOUNG NSW 2594

Interviews

Candidates for interview will be selected from the applications based on the above selection criteria. Applicants selected for interview will be notified by telephone within 1 week after the closing date.

Appointment

An offer of appointment will be subject to the successful applicant obtaining a satisfactory medical and functional assessment to determine applicant's physical suitability for the position. Council will pay the cost of the medical and functional assessment.



YOUNG SHIRE COUNCIL
TRUCK DRIVER – LOW LOADER
JOB DESCRIPTION

1: GENERAL DESCRIPTION

- 1.1 Position:** Truck Driver/ Low Loader
- 1.2 Position Holder:** Vacant
- 1.3 Division:** Operations
- 1.4 Location:** Council Offices, Young
- 1.5 Role:** Position requires the employee to operate Council's Road Plant including Loader, Trucks, Trailers and Low Loader plant in Road Construction and Maintenance programme, and to undertake labouring activities on road and drainage construction and maintenance works.
- 1.6 Position Reviewed:** November 2015
- 1.7 Accountable to:** Manager Operations
- 1.8 Accountable for:** The position requires a person who is able to work under limited supervision from the Manager of Works and Works Coordinator and Site Control Officers and must display a sound work ethic and good time management skills to ensure that tasks are completed to a professional standard and on time.
- 1.9 Delegated Authority:** Nil.

2: AWARD/SALARY PROVISIONS

- 2.1 Award Coverage:** Local Government (State) Award 2014
- 2.2 Work Hours:** Full time.
38hrs per week
Nine day fortnight
- 2.3 Salary System Grade:** Grade 9
- 2.4 Entitlements:** Employer superannuation contributions, 9 weeks paid maternity leave, long service leave entitlement, salary sacrifice options.

3: SELECTION CRITERIA

3.1 Essential:

- Person must possess current drivers licence, Minimum Class Code HC.
- Work Cover Induction (white card)
- Blue & Yellow Traffic Control Cards
- Evidence of Competence in Plant Operation
- Ability to work with a positive attitude and communicate effectively in a team environment
- Excellent time management and organisational skills.
- Demonstrated commitment to WHS and EEO principles.
- Previous experience and demonstrated ability with labouring, and truck driving and/or operating machinery typically used in roadworks.
- Previous experience and demonstrated ability with chaining down and load securing
- Person must be flexible to undertake overtime as required

3.2 Desirable:

- Senior First Aid Certificate
- Chainsaw Operators Certificate
- Certificate in Front Line Management or similar

4: POSITION DUTIES

- Drive and operate trucks and machinery appropriate to the position, for which a current driver's licence and/or operator's certificate is held by the employee, demonstrating skilled operation, and due courtesy to all other road users at all times.
- Undertake minor routine maintenance, eg. greasing
- Undertake pre-start and post-use checks and administrative controls, ie. log book completion.
- When required, the employee will carry out other duties as follows:
- Labouring tasks associated with the construction or maintenance of road and drainage infrastructure
- Operate small items of plant and equipment;

5: KEY PERFORMANCE INDICATORS

Key Duties	Performance Indicators
Operation of Plant	<ul style="list-style-type: none">• Understand and use operating procedures in accordance with manufacturer's recommendations/ operators manual for plant utilised by Council in construction as required within the ability, skill and training of the occupant.• Ensure appropriate licence regulations, traffic laws and transport regulations (including correct placement and securing of transported machinery) which apply to the particular plant's operation (including loader /backhoe / excavator / skid steer) are complied with.• Utilise operational skills in loading/unloading of plant and material in a safe manner• Chaining down and load securing as per legislative requirements

Plant Maintenance	<ul style="list-style-type: none"> • Carry out daily/weekly maintenance of the nominated plant items including such matters as daily checks on oil, water levels, tyre pressure, tightening bolts. Other checks include cleanliness inside cab, external hosing down, hydraulic hoses, minor repairs, lights, oil change and filters greasing etc. • Report and record all faults and defects to Plant Supervisor immediately • Know service schedule and ensure service schedule is carried out by due date • Change wheel on trailer or truck • Perform basic maintenance in the field and council's workshop • Identification of faults (visual, audio/sound, feel)
Small Plant	<ul style="list-style-type: none"> • Operate, care for and be fully aware of operating procedures in accordance with manufactures recommendations for such plant items as manual, power and pneumatic operated tools, equipment and small plant. • To use chainsaws if competency held
Truck Driver	<ul style="list-style-type: none"> • Carry out the operating procedure requiring motor vehicle licence –Class HC Operations so as to comply with R.M.S. Heavy Vehicles Driver Handbook
Spread aggregate onto bitumen	<ul style="list-style-type: none"> • Tip aggregate whilst reversing • Regulate application rate according to job and aggregate size • Identify correct aggregate size for job
Water Cart	<ul style="list-style-type: none"> • Proven competence in ability to drive truck with unstable (liquid load) load • Apply correct water volume to gravel road bases. • Supply water for road stabilisation works
Roads	<ul style="list-style-type: none"> • Undertake tasks as required pertaining to road construction and maintenance • To carry out non-plant operating duties in any facet of Council's operations when the nominated plant items are idle or under repair.
Traffic Control	<ul style="list-style-type: none"> • Carry out traffic control works on job sites as required - certification essential. Including erection & maintenance of signs & traffic control devices
Labouring Tasks as required	<ul style="list-style-type: none"> • When directed, undertake any tasks required in both the Works / Parks and Gardens area construction and maintenance both in the Young Shire Council town site and in rural areas.
Overtime	<ul style="list-style-type: none"> • Commitment to work overtime when programme works demands
Forward Planning	<ul style="list-style-type: none"> • Respond positively to work interruptions and changed priorities and inform supervisors of delays or changes to planed work
Reports	<ul style="list-style-type: none"> • Complete records such as time sheets, plant sheets, private work forms and consignment documentation as required. • To keep accurate records of work completed, stores materials utilised, daily achievements in accordance with Council's regulatory requirements. • All documentation as required by the RMS for Council to comply with legislation.

6: COMPETENCIES FOR ALL STAFF

Key Duties	Performance Indicators
Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment	<ul style="list-style-type: none"> • Ability to communicate knowledge of Management Plan and how it relates to position and Council's goal • Accept responsibility for and manage own work • Always represent Council in a positive manner
Display a customer focused attitude when dealing with both internal and external customers	<ul style="list-style-type: none"> • Responses and actions are appropriate • Difficult customer situations are dealt with appropriately and without delay • Prioritise customer care as a key issue
Prioritise and respond to tasks within agreed timeframe	<ul style="list-style-type: none"> • Civicview Records tasks are kept up to date • Timesheets completed on time
Communicate in a clear and concise manner when dealing with customers and fellow employees	<ul style="list-style-type: none"> • Clarify communications to ensure they are understood • Document all dealings of consequences
Deliver a high quality service and seek ways to improve work processes	<ul style="list-style-type: none"> • Customer needs and expectations are correctly identified • Demonstrate an attitude of proactive system improvement
Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale	<ul style="list-style-type: none"> • Proactively set and meet work goals • Need for additional support to improve performance is communicated with supervisor • Assist other in meeting team goals and deadlines • Demonstrate teamwork and cooperation both within team and across all Council Departments
Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality	<ul style="list-style-type: none"> • Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery • Always represent Council in a positive manner • Understand and comply with Code of Conduct
Show respect to other employees and actively discourage all forms of discrimination harassment and bullying	<ul style="list-style-type: none"> • Behaves ethically at all times in the workplace • No substantiated complaints received • Follow and promote EEO principles and deal with others fairly and impartially <p>Other employees assess non-discriminatory and non-bullying behaviour</p>
Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all WHS requirements of the job	<ul style="list-style-type: none"> • Evidence that WHS is understood and policies and procedures are followed • Actively and positively contribute to participative arrangements for the management of WHS • Implements and monitors risk control measures, consistently, identify and report inadequacies

Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.	<ul style="list-style-type: none"> • Accept continuous learning as part of requirement of position • Opportunities to meet identified development and learning needs are discussed and accepted
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7: WHS RESPONSIBILITIES

Key Responsibilities	Performance Indicators
Ensuring all work is performed in accordance with requirements of Council's Work Health and Safety policy, procedure and legislation	<ul style="list-style-type: none"> • Conformance to WH&S policy and procedures • Knowledge of, and use of SWMS and Standard operating procedures • Completion of Plant Start-Up Sheets • Complete Risk Assessments
Taking reasonable care for own Health and Safety as well as that of others	<ul style="list-style-type: none"> • Use of SWMS and Standard operating procedures • Complete Risk Assessment
Having an understanding of the Work Health and Safety requirements associated with their employment	<ul style="list-style-type: none"> • Training records
Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor	<ul style="list-style-type: none"> • Hazard identification reports completed • Workplace inspection reports
Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none"> • PPE worn and maintained • Knowledge and use of Standard operating procedures
Working in accordance with relevant standards	<ul style="list-style-type: none"> • Training records • Manager site inspection records
Correct Manual Handling techniques are identified and used	<ul style="list-style-type: none"> • Manual Handling included in all risk assessments • Training in Manual Handling • Correct techniques followed
Correct Ergonomics of office workstations are followed	<ul style="list-style-type: none"> • Demonstrate ability to set up workstation ergonomically

8: CODE OF CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

9: CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

10: PERSONAL SPECIFICATIONS

To perform this job successfully, an individual must have the educational skills to apply attained, appropriate licence regulation, traffic laws and transport regulations, which apply to the safe operation of the Water Cart and be fully aware of operating procedures in accordance with manufacturer's recommendations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

11: MANDATORY CONDITIONS OF EMPLOYMENT

The following conditions of employment are mandatory and as such have to be met by the employee at all times:

- To hold an unrestricted and current MR NSW Drivers License
- To ensure the safety of themselves and fellow employees by following safe work procedures comply with Councils WH&S Policy and procedures
- To project Council's image in a positive manner

Non adherence to these conditions may result in disciplinary action and/or termination of employment.

12: ANNUAL REVIEW

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description. Assessment will be in accordance with Councils Salary System.

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 63801234

19: PHYSICAL REQUIREMENTS

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks.

Key:	Not Applicable	N	Not Relevant to this position
	Occasional	O	Task is performed for 0-33% of the day
	Frequent	F	Task is performed for 34-66% of the day
	Constant	C	Task is performed for more than 66% of the shift
	Repetitive	R	Work cycle is repeated < 30 sec & performed for > 60min

WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R					
General Demands		Sensory Demands		Other Demands	
Neck Movement (looking up, down, sideways)	F	Sight Use of sight as an integral part of task performance eg. Dark, fine detail	C	Meeting Deadlines	C
Reaching (above shoulder height, forward/side extended)	F	Sight Ability to discriminate between colours	C	Conflict Resolution	O
Hand/Arm Movements (stacking, reaching, mopping, tool use)	C	Hearing Effective hearing ability as an integral part of task performance	C	Sitting for extended periods	R
Bending/Twisting (forward/ backward bending or twisting at waist)	F	Smell use of smell senses as an integral part of task performance	O	Dealing with people	O
Kneeling/Squatting	F	Balance	F	Underground Work	N
Leg Movements (operate machinery)	F	Environmental Factors		Personal Protective Equipment	R
Standing (upright without moving)	F	Dust (expose airborne material ie. Dust)	F	Radiation Tasks involve magnetic or radiation sources	O
Driving (operate any mobile plant)	R	Gas / Fumes Working with gases or fumes	O		
Walking Even surfaces	F	Liquids Tasks involve working with liquids which may cause skin irritations if contact is made with the skin	O	Manual Dexterity Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing	C
Walking Uneven surfaces	F	Noise Tasks involve exposure to high noise environments, and hearing protection is required to be worn	F	Manual Dexterity Gross motor hand use Gripping, holding, clasping	R
Walking Walking while manual handling object	F	Lighting Tasks involve working in dark or visually- poor environments	O	Task involves working in an awkward positions (Describe)	O
Walking (Up or down steep slopes)	F	Temperature Task involve working in extremes of temperature - hot or cold	F	Confined Space (confined spaces work)	N
Climbing (in and out of plant)	O				
Climbing (stairs, ladders, scaffolding)	O				
Manual Handling Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining) Light, Moderate, Heavy	Heavy	Hazardous Substances Tasks involve working with hazardous substances	O	Cardiovascular Fitness level required for position Low (sedentary) Medium High (constantly on feet, repetitive physical work)	Med

