



Position Specification

Position Title:	Truck Driver
Unit:	Public Works – Operations
Reports To:	Construction Co-ordinator (A&S)
Accountable To:	Construction Co-ordinator (A&S)
Position Grade:	3

Prepared By:	Barry Hodge
Approved By:	Barry Hodge
Employees Signature:	

PRIMARY OBJECTIVES

- The provision of truck driving services within the City of Ryde and the surrounding areas.

BUDGET

Direct	
Operating Expenditure 2009 -2010:	Nil
Capital Expenditure 2009-2010:	Nil
Indirect	
Operating Expenditure 2009-2010:	Nil
Capital Expenditure 2009-2010:	Nil
Delegated Authority	N/A
Staffing	
No. of Staff (Direct Reports)	Nil
No. of Staff Monitoring (Indirect Reports)	Nil

KEY ACCOUNTABILITIES

To provide truck driving services:

- Determine the type and level of service required;
- Adhere to mandatory requirements;
- Fulfil administrative and record requirements;
- Participate in team activities and project a positive Council image;
- Participate in training programs; and
- Provide specialist skills relevant to accredited operations

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies, procedures and instructions and safe work method statements where appropriate. You are also responsible for the following:

Occupational Health & Safety

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

Injury Management

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

Risk Management

- maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required.

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

As a staff member

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;

- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

SELECTION CRITERIA

ESSENTIAL

- Proven competent experience in truck driving
- Ability to work unsupervised and perform a variety of driver services
- Ability to undertake heavy lifting or physical work
- Demonstrated reliability and punctuality
- Holder of a minimum MR driver's licence (clean)
- Demonstrated ability to maintain work safety and adhere to OHS requirements
- General labouring experience

DESIRABLE

- Experience in towing of trailers
- Skills in either concrete work, stonework, hotmix, horticulture or parks and gardens
- Ability to carry out minor repairs that are required from time to time