

## Job and Person Specification

**Position:** Truck Driver/Plant Operator  
**Department:** Works  
**Reports to:** Works Operations Manager  
**No of Direct Reports:** Nil  
**Award / Level:** Municipal Employees Level 4A  
 (Dependent on qualifications and experience)  
**Incumbent:**  
**Date Appointed:**

### Position Objective

The truck driver – plant operator is a member of Council’s outdoor works team this position requires assistance in the delivery of Council services to our local community in a professional and safe manner. Whilst there is a focus on the operation of a heavy vehicle within our fleet and the delivery of waste management services, at times you might be required to undertake other duties in support of the works team.

The position will require adherence to our organisational values of “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.”

Key Result Area	Key Tasks	Performance Indicators
Waste Collection	<ul style="list-style-type: none"> <li>Carry out collection services consisting of the emptying of kerbside household waste bins whilst taking all precaution and care to ensure no damage or injury to persons or property.</li> <li>Provide back-up support for the emptying of town litter bin waste as required.</li> <li>Monitoring of vehicle capacity and emptying when required.</li> <li>General maintenance and cleaning of vehicle on a regular basis.</li> <li>Ensure only household waste is collected, immediately advise coordinator/manager</li> <li>Carry out regular general maintenance and cleaning of the vehicle.</li> <li>Report any damage to or repairs required to the collection vehicle.</li> <li>Report any damage caused to bins or property</li> </ul>	<p>Work is performed to the required standard.</p> <p>Service to the community is completed in a reliable and timely manner</p> <p>Immediately report any damage to the Works Operations Manager</p>
Other duties	<ul style="list-style-type: none"> <li>Assist Works teams in the delivery of infrastructure projects and services.</li> </ul>	Undertake allocated tasks as requested by

		the Works Operations Manager.
Work Health and Safety	<ul style="list-style-type: none"> <li>• Work in accordance with WHS legislative requirements at all times</li> <li>• Participate in work health and safety training</li> <li>• Report incidents and accidents to Work Health &amp; Safety Coordinator</li> <li>• Participate in Risk Assessment activities</li> </ul>	<p>Compliance with relevant Workplace Health &amp; Safety legislation</p> <p>WHS training is completed as requested</p>
Legislation and Council Policies	<ul style="list-style-type: none"> <li>• Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures</li> <li>• Understand the requirements to ensure compliance with any occupational specific legislation</li> </ul>	Compliance with policies, procedures and legislative requirements

Selection Criteria/Person Specification	
<b>QUALIFICATIONS/EXPERIENCE</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Hold and maintain a current Australian drivers licence</li> <li>• Hold and maintain a Heavy Rigid (HR) truck licence.</li> <li>• Experience in general maintenance of a HR vehicle.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Experience in a hydraulic wheelie bin lifting system.</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Basic problem solving skills</li> <li>• General mechanical and plant servicing knowledge</li> <li>• Knowledge and understanding of Occupational Health and Safety obligations and the ability to plan work activities to minimise Council's risk</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<p>This position requires the incumbent to have excellent health and be physically capable of carrying out duties in an outdoors environment</p> <p><b>PHYSICAL DEMANDS</b></p> <ul style="list-style-type: none"> <li>• Regular physical work associated with operating a waste collection vehicle</li> <li>• Exposure to variations in temperature, dust, noise and vibration (appropriate PPE supplied)</li> <li>• Lifting and carrying up to a maximum of 25 kg</li> <li>• Driving and operating a large vehicle</li> </ul> <p><b>ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Work with limited supervision</li> <li>• Enjoy working as part of a team</li> </ul>

<b>Other Specifications</b>	
<b>DELEGATIONS &amp; AUTHORITY</b>	N/A
<b>JOB REQUIREMENTS</b>	Current Australian driver's licence (condition of employment is that a current Drivers/HR licence is maintained at all times)
<b>EEO</b>	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment
<b>TRAINING</b>	As required

**By accepting this position the employee understands their responsibility:**

- To keep all information that they are exposed to confidential during and after their period of employment with Break O'Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed
- To not access any information within Council's systems that is not directly relevant to their work

Employee Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Approved By Departmental Manager: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Approval By General Manager: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_