

|                          |                                 |
|--------------------------|---------------------------------|
| <b>Position Title</b>    | 3-8 Tonne Truck Driver Labourer |
| <b>Department</b>        | City Assets                     |
| <b>Unit</b>              | Roads Operations                |
| <b>Team</b>              | Concrete Team                   |
| <b>Supervises</b>        | N/A                             |
| <b>Reports To</b>        | Team Leader                     |
| <b>Grade</b>             | B                               |
| <b>Date Prepared</b>     | 8/06/2020                       |
| <b>Date Last Updated</b> | 30/01/2026                      |

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed  
to **safety**



We work as  
one **team**



We act with  
**integrity**



We care about  
our **customers**



We **continuously**  
**improve**

## Primary purpose of position

To work as directed within the Roads Unit as a Truck Driver/Labourer.

## Accountabilities

- Operate Truck where ever directed by Supervisors.
- To work as directed within the Roads Unit as a Truck Driver/Labourer.
- To work as directed within the Roads operational unit.
- Provide assistance with general labouring duties when vehicle is not in use.
- Complete Daily Check list of vehicle.(IPads used for this information).
- Provide all maintenance required in the up keep of vehicle.
- Towing of trailer with roller to and from worksites when required.
- Other duties and works as directed.
- Use of Hi-ab crane required.
- Prepare and implement programmed and required works for the team, in conjunction with the Team.
- Leader and Team members.
- Maximise productivity through current industry best practices.
- Maintain and complete accurate records of works undertaken as requested by your supervisor.
- Undertake on-the-job training and other duties as directed by your supervisor.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Labourer/ Operation

| Capability Group  | Capability Name                  | Level        |
|---|----------------------------------|--------------|
| <br><b>Personal Character</b>  | Lead Self                        | Intermediate |
|   | <b>Display Resilience</b>        | Foundational |
|   | <b>Act with Integrity</b>        | Foundational |
|   | <b>Safety and Accountability</b> | Intermediate |
| <br><b>Relationships</b>      | Communicate and Engage           | Foundational |
|   | Customer and Community Focus     | Foundational |
|   | Work Collaboratively             | Foundational |
|   | Influence and Negotiate          | Foundational |
| <br><b>Results</b>           | Plan and Prioritise              | Foundational |
|   | Think and Solve Problems         | Foundational |
|   | Innovate and Improve             | Foundational |
|   | Deliver Results                  | Intermediate |
| <br><b>Resources</b>         | Finance                          | Foundational |
|   | Assets and Tools                 | Intermediate |
|   | Technology and Information       | Foundational |
|   | Procurement and Contracts        | Foundational |
| <br><b>People Leadership</b> | Manage and Develop People        | N/A          |
|   | Inspire Direction and Purpose    | N/A          |
|   | Optimise Workforce Contribution  | N/A          |
|   | Lead and Manage Change           | N/A          |

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

| Group & Capability        | Level        | Behavioural Indicators  |
|---------------------------|--------------|---|
| <b>Personal Character</b> |              |   |
| Act with Integrity        | Foundational | <ul style="list-style-type: none"> <li>• Is open and honest</li> <li>• Tells the truth and admits to mistakes</li> <li>• Follows the code of conduct, policies and guidelines</li> <li>• Has the courage to speak up and report inappropriate behaviour and misconduct</li> </ul>                       |
| <b>Personal Character</b> |              |   |
| Act with Integrity        | Foundational | <ul style="list-style-type: none"> <li>• Is open and honest</li> <li>• Tells the truth and admits to mistakes</li> <li>• Follows the code of conduct, policies and guidelines</li> <li>• Has the courage to speak up and report inappropriate behaviour and misconduct</li> </ul>                       |
| <b>Personal Character</b> |              |   |
| Display Resilience        | Foundational | <ul style="list-style-type: none"> <li>• Adapts to changing work tasks and environments</li> <li>• Is open to new ways of doing things</li> <li>• Stays calm in difficult situations</li> <li>• Does not give up easily when problems arise</li> <li>• Asks questions and offers own opinion</li> </ul> |

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Current Medium Rigid (MR) or Heavy Rigid (HR) Drivers' Licence
- WH&S white card

### Essential Experience

- Minimum 3 years experience truck driving
- Experience in concrete labouring

### Desirable Qualifications and or Experience

- Experience in concrete construction techniques

| HUMAN RESOURCES USE (SELECT YES OR NO)   | YES                                 | NO                                  |
|--|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving record or possess a specific licence?<br>Licence class required: HR Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Will incumbent need to make disclosure of pecuniary interest?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |