



Truck Driver/ Labourer

POSITION DESCRIPTION

Position Number:	3058
Portfolio:	Infrastructure
Business Unit:	Construction and Maintenance
Team:	Rural Operations
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream B) Level 4
Reports To:	3056 - Team Leader
Revised:	March 2025

General Position Statement:

This position supports Council's direction by being responsible for undertaking a wide range of truck driving and labouring tasks as a part of a multi-disciplined team responsible for the construction and maintenance of the Council's infrastructure assets in accordance with recognised standards.

Specific Responsibilities:

This position has the following responsibilities:

1. Operate and conduct servicing and basic maintenance of Council's trucks.
2. Undertake all tasks associated with maintenance and construction of Council's infrastructure assets.
3. Undertake general labouring duties, including pipe laying and concreting.
4. Read and carry out basic instructions and make simple reports.
5. Operate and maintain small machines and hand tools.
6. Report any defects or problems to the supervisor, e.g. equipment or safety concerns.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.

LIVINGSTONE SHIRE COUNCIL

Values



ACCOUNTABILITY



TEAMWORK



COMMUNITY



POTENTIAL



POSITIVITY

9. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Appropriate licences and extensive experience in the operation and maintenance of trucks, preferably in the civil construction industry.
2. Ability to undertake a range of construction and maintenance tasks with general supervision.
3. An understanding of the basic requirements of civil construction and maintenance.
4. A working knowledge of the requirements for small machinery and hand tool operation and maintenance, including two-way radios.
5. Basic knowledge of the methods of concrete and pavement construction.
6. Sound skills in safe work practices including risk assessments and the ability to follow WH&S procedures and policies.
7. Must have a reasonable level of numeracy and literacy in order to read and carry out basic instructions and make simple reports.
8. Must be capable of and committed to working harmoniously and productively in a diverse and multi skilled work team.

Mandatory Qualifications, Licences and Experience

1. Ability to legally operate under an "HR" Class Licence.
2. General Construction Induction (White Card).

Desirable Qualifications, Licences and Experience

1. Traffic Management Implementation (formerly Traffic Management Level 2).
2. Possess and maintain a Queensland Traffic Controller licence.
3. Appropriate licences and experience in plant operation.
4. First Aid Certificate.
5. Confined Space Certificate.
6. Certificate III in Construction.
7. Experience in a local government environment.
8. Authorised Person for Safe Work Near Exposed Live Parts (SWNELP).





Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "HR" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work on-call if required.
5. Ability to undertake an assessment to verify competency to operate plant, vehicles and/or machinery relevant to the role.
6. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
7. Ability to be immunised against Hepatitis A&B and Tetanus.
8. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.

While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.

This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".

During the course of normal duties the incumbent may be required to perform:

- Constant dynamic standing/walking;
- Walking uneven ground;



- Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
- Frequent bilateral forward reaching;
- Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
- Repetitive and sustained bending and stooped positions;
- Working in awkward postures, and occasionally in confined spaces;
- Constant handling of equipment, tools and materials;
- Constant static and dynamic balance.


Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager Infrastructure
Signature:	
Date:	27 March 2025
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.