

POSITION DESCRIPTION

POSITION: Truck Driver Bridge Works	REPORTS TO: Maintenance Coordinator Rural	
DIRECTORATE: City Infrastructure	GROUP: Transport and Open Space Services	
SECTION: Transport Services	GRADE: C	DATE: March 2024
POSITION NUMBER(S): 448	Outdoor	Permanent Full-Time

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ CUSTOMER CENTRIC *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY *We are transparent and responsible in all that we do*
- ✓ INNOVATION *We deliver excellence in our services through innovation*
- ✓ COLLABORATION *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT *We support our people and provide them the scope to deliver outcomes.*

POSITION OBJECTIVES

- The primary objective of the Truck Driver Bridge Works is to act as the principle driver of the Bridge Truck (tilt tray) and to assist the City of Coffs Harbour (“the City”) in the building, repairing and maintaining of timber and concrete bridges, culverts and jetty related structures.
- To operate the City’s plant and/or vehicles so that the organisation's objectives, programmes, performance criteria, standards and procedures are achieved and assist in the installation, maintenance, and repair of the City’s infrastructure when required.
- Assist in examining timber and concrete structures to detect decay or failure and replace components as required using hand / power tools or mechanical means.
- To provide support to the leadership team of the City of Coffs Harbour on establishing a high performance organisation through the development of its people and processes.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.

- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
 - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times
 - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise

KEY RESPONSIBILITIES

- Act as the principal driver of the City's Bridge Truck (tilt tray) and assist operational staff in the building, repairing and maintaining of timber and concrete bridges, culverts and jetty related structures.
- Solve technical non-complex bridge, truck and plant related problems where there are limited options typically where solutions are available through previous experience / decisions.
- Operate a heavy rigid (HR) tilt tray truck and truck mounted mobile crane to a range of varying task and situations to ensure the timely, efficient and economical completion of delegated tasks.
- Operate efficiently and effectively the following plant in accordance with TfNSW, SafeWork, City of Coffs Harbour or any other applicable legislation or policy:
 - Tilting Tray Truck
 - Mobile Crane (truck mounted)
 - Forklift
 - Minor Plant

- Maintain and operate the crane and slings to agreed standards and in accordance with SafeWork regulations.
- Complete all plant returns and allocate jobs in a timely and accurate fashion.
- Ensure that all plant allocated is used efficiently and effectively and maintained and operated safely to City of Coffs Harbour Codes and Standards.
- Carry out maintenance works in accordance with Section's Operational Plan, budget and to the required technical, safety and environmental standards.
- Utilise mobile technology and the City's maintenance management system to organise works, record data and report as required.
- Undertake work outside of ordinary hours (overtime) as may be required from time to time to ensure the effective and efficient completion of delegated task.
- In the event of an emergency or natural disaster be available to undertake works within and outside normal areas of expertise. The emergency works may require works to be undertaken outside of ordinary hours and outside of the normal LGA boundaries.
- Assist in planning of day to day works to ensure the best use of plant, materials, time and resources.
- Proactively report any defects or problems observed with the City bridge, culvert and jetty assets. Assist with ongoing reporting of defects or problems observed with the City's assets outside of normal area of expertise.
- Act in other positions aligned to your skills and held licences as required to meet operational needs.

KEY RELATIONSHIPS

- Maintenance Coordinator Rural
- Maintenance Coordinator Urban and Coastal
- Section Leader Transport Services
- Supervisor Bridge Works
- Other Sections staff
- Senior leadership team
- City of Coffs Harbour staff.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in Civil Construction (Plant Operations) and/or significant work experience in a relevant field
- Current NSW Heavy Rigid (HR) Drivers Licence
- Current NSW Tow Truck (TT) Driver Certificate
- Current Dogging (DG) High Risk Work Licence (HRWL)
- Current Vehicle Loading Crane (CV) High Risk Work Licence (HRWL)
- NSW Construction Induction Card (White Card).

Desirable

- Current Forklift (LF) High Risk Work Licence (HRWL)
- First Aid (HLTAID011) certificate.

COMPETENCIES

Knowledge and Capabilities

- Significant heavy rigid (HR) truck driving experience.
- Strong communication skills with the ability to communicate with a range of stakeholders and by using various communication mediums.
- Sound literacy, numeracy and written communication skills
- Demonstrated ability to solve technical non-complex bridge, truck and plant related problems where there are limited options typically where solutions are available through previous experience / decisions.
- Ability to work as part of a team as well as independently.

Position Demands Analysis

Truck Driver Bridge Works

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	3	Elevating arms above shoulder height	2	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	2	Extend arms for reaching	2	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	2	Sitting for extended periods	2	Crawling	1
Heavy work lifting 22.7-45.5kg	1	Standing for extended periods	2	Balancing	2
Very Heavy work lifting >45.5kg	0	Walking for extended periods	2	Hearing above background noise	1
Repetitive Lifting	3	Walking on uneven ground	1	Depth perception	1
Pulling Loads > 5kg	2	Frequent bending / stooping	2	Colour vision	1
Pushing loads > 5kg	2	Shovelling / digging	1	Fine manipulation	2
Lifting with trunk twisting	2	Throwing	1		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	3
Hard hat	1	Protective eyewear	2	Breathing Apparatus (BA)	1
Ear plugs / muffs	2	Gloves	2		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	2
Liquids	1			Mists / Fumes	2
Herbicide spraying	0			Possible exposure to sharps	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	1
Working with solvents	1			Possible exposure to blood / bodily fluids	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	1	Low light areas	1
Confined spaces	0	Vibration	1	Shift work	0
Working alone	2	Working at heights	0	Use of computer for screen based activities	1
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	1		