



Position Description

Truck Driver / Labourer, Ivanhoe

Directorate	Shire Services
Location	Ivanhoe
Classification/Grade/Band	CDSC Grade 4 (with MR/HR licence) CDSC Grade 3 (without MR/HR licence)
Position Code	CDSC1244
Reports to	Town Ganger, Ivanhoe
No. Direct Reports	Nil
Governance Delegations	Nil
Financial Delegations	Nil
Date position description approved	February 2024

Council overview

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and European cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

Our values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Purpose of the position

As a member of the Ivanhoe team, the Truck Driver / Labourer (Ivanhoe) is responsible for driving plant and equipment to carry out works in accordance with Council's Works Program.

It is expected that the successful candidate will undertake other duties, including general labouring activities with the team, to ensure effective and efficient services are delivered to the community.

Key duties and responsibilities

Within the area of responsibility, this role is required to:

- Drive trucks and operate machinery and equipment to completed duties as directed by Town Ganger and/or the Overseer
- Undertake general labouring duties, including maintenance and work on roads, town streets, footpaths, drains, kerbs, gutters, and channels, seating, garden beds, toilet blocks, sewers and sewerage infrastructure, shrubs and trees, nature strips, public buildings, council depots and yards, airstrips and airports, gravel pits, sale yards, garbage depots, fences, cemeteries, tanks, reservoirs, pumps, pipelines, small plant and equipment and other vehicles.
- Carry out highways inspections regularly and document inspections on relevant reporting forms and computerised tablets, along with recording all maintenance activities carried out on the highways on the relevant record sheets and computerised tablets.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Key Challenges

- Working as part of a small team in delivering services in a remote location.
- High-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.

Key working relationships

Who	Why
Internal	
Director/Manager	<ul style="list-style-type: none">• Receive advice and report on progress towards business objectives and discuss future directions.• Provide expert advice and support and contribute to decision making.• Identify emerging issues/risks and their implications and propose solutions.
Staff	<ul style="list-style-type: none">• Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture.• Provide effective communication and training, guidance, support and coaching to team members.
External	
Community	<ul style="list-style-type: none">• Promote a positive image of Council when undertaking duties within the community.

Key corporate responsibilities

Code of Conduct

- To retain trust, confidence and support, it is expected that all employees be impartial and fair in their dealings with the community, customers, suppliers, general public and each other.
- All employees are required to adhere to and behave in a manner that is consistent with the requirements of the Council's Code of Conduct

Council's Values

- All employees are expected to uphold, promote and behave in a manner consistent with Council's values.
- Through a collaborative approach and a strong commitment, the values will support our mission and guide us in achieving our vision.

Council's Codes of Practice, Policies and Procedures

- All employees are expected to adhere to Council's Codes of Practice.
- Adhere to all Council strategies and other formal documents or instruments that impact on day-to-day operations of the position.
- Adhere to Council's Management Guidelines, Policies and Procedure

Equal Employment Opportunity

- All employees are expected to adhere to Council's Codes of Practice, policies and procedures.

Work Health Safety

You must take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

In particular, you are required:

- Comply with statutory and organisational requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.
 - Use equipment provided to protect health and safety.
 - Follow reasonable instructions given on health and safety.
 - Ensure you are not affected by alcohol or another drug so as to endanger yourself or others.
 - Report accidents injuries, property damage and health and safety incidents.
 - Participate in activities associated with the management of workplace health and safety.
 - Ensure your work area is maintained in a tidy manner free from hazards.
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Essential Selection Criteria

- Previous experience to operate and maintain vehicles, large and small plant and mechanical equipment.
- Good literacy and numeracy with the ability to read instructions and complete time, plant and timesheets legibly and accurately, along with Inspection documentation.
- Demonstrated knowledge of work health and safety requirements as it relates to the position.
- Ability to plan daily and weekly activities, including scheduling work for effectiveness.
- Ability to communicate both verbally and non-verbally in undertaking the duties.
- Class MR/HR Drivers licence or the ability to obtain within 6 months of commencing.
- Hold General Induction for Construction work in NSW (white card), or the ability to obtain upon commencement.

Desirable Criteria

- Skills and experience in one or more of the following trades concreting, bitumen sprayed sealing, drainage laying, plumbing, road construction and maintenance.

I have read and understood the content of this Position Description and undertake to meet the inherent requirements of the position.

Employee Name:

Signature:

Date: