

**Position Description**

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| TITLE OF POSITION: Watercart Operator – HR Licence CLASSIFICATION: Grade 5 |
| EMPLOYMENT STATUS: ⬜ Full-Time ⬜ Part-Time (Hours per week: ) ⬜ Casual |
| LOCATION: |
| REPORTS TO: |

1. **POSITION OBJECTIVES**

* To carry out truck driving duties and assist other employees in carrying out road construction, road maintenance and road drainage duties.
* To work as a co-operative team member and contribute to the enhancement of team outputs.
* To execute all work in a safe manner and ensure all [business name] WHS policies and procedures are adhered to at all times.

1. **ACCOUNTABILITIES AND RESPONSIBILITIES**

* Comply with [business name]’s Code of Conduct, Policies and Procedures at all times.
* Present a positive image of [business name] at all times.
* Ensure an efficient, courteous and professional service to customers at all times.
* Participate in the evaluation and review of all work practices and processes relevant to the role to ensure that they are effective and efficient and propose improvements where appropriate.
* Ensure all work is performed in accordance with requirements of WHS policies, procedures and legislation.
* Report all incidents, hazards and risks to the immediate supervisor.
* Maintain and use personal protective and safety equipment as applicable to the role.
* Actively participate in health and safety activities.
* Actively participate as a member of the relevant [business name] section and division.
* Promote and maintain harmonious relationships in the workplace.
* Ensure timely and accurate record keeping in accordance with [business name]’s requirements.
* Undertake training identified as relevant to the role.

1. **REPORTING RELATIONSHIPS**

This position reports directly to [position name]on issues relating to the day-to-day functions of the truck driving and general assistance responsibilities and related tasks.

1. **KEY DUTIES AND RESPONSIBILITIES**

**Truck Operation**

* Ensure that vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.
* Apply water at appropriate time and quantity to road pavements.
* Ensure that the maximum capacity of the vehicle is not exceeded.
* Ensure that vehicles are maintained in a sound condition to maximise the productive work hours of the vehicles.
* Immediately report any faults requiring maintenance to [business name]’s Workshop.
* Maintain the vehicle in a sound operational manner and provide basic routine vehicle servicing and maintenance of all vehicles under control as set down by the manufacturer and at a standard acceptable to the Workshop Supervisor.

**General Assistance**

* Assist other members of the team in carrying out assigned work duties when not carrying out authorised truck driving duties.
* Provide assistance where required, within skills and knowledge base and award classification level. This may involve assisting other teams and carrying out tasks of a lower classification.

**Administration / Maintenance**

* Complete standard forms associated with fault reports, accident reports, WorkCover, leave forms and other associated forms within timeframes established, including the completion of accident forms where ‘near misses’ occur.
* Ensure that time sheets are completed accurately and authorised by the relevant supervisor within the required collection period.

**Communications / Customer Service**

* Advise the public, where appropriate, of proposed works that are likely to cause an inconvenience to them and that any matters raised are responded to courteously and effectively.
* Operate [business name]’s two way communications system.

1. **SELECTION CRITERIA**

**Essential**

* A current class “HR” (Heavy Rigid) licence and a sound driving record.
* Demonstrated understanding of road construction, road maintenance and road drainage activities.
* The ability to carry out labouring tasks associated with road construction, road maintenance and road drainage works.
* Demonstrated ability to carry out basic administrative tasks and be able to comprehend and understand policies, day-to-day operational procedures, systems and guidelines.
* Demonstrated ability to be courteous and polite to members of the public and display a positive image.

**Desirable**

* Demonstrated experience in water truck operation.
* A current class “HC” (Heavy Combination) licence and a sound driving record.
* Familiarity with road construction equipment and its safe and effective application.
* A current Traffic Controller certificate.
* Previous traffic control experience.
* Completion of General Construction Induction.
* Completion of Chainsaw Operations course.
* A current First Aid Certificate.
* The ability to operate or learn to operate a grader in a relief capacity for maintenance grading operations.