



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Truck Driver – Water Cart

Directorate	Infrastructure Services
Location	Grenfell (Depot) 1C South Street GRENFELL NSW 2810
Classification/Grade/Band	Band 1 Level 3 Grade 6
Position Code	Permanent 38 Hour Week P1.4.369
Date position description approved	7 January 2025

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

To carry out a range of construction and maintenance activities, including water cart operation, in accordance with Council's Operational Plan.

Key accountabilities

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

- Effective and Efficient operation of Council's Water Cart as part of construction and maintenance programs.
- Ensure all prestart checks (daily/weekly) and servicing for plant and equipment used is undertaken in accordance with specifications. Clean maintain assets used as required.
- Carry out labouring duties including site preparation, set-up of formwork, and remedial activities, repairing roads, pavements, pathways, footpaths and bikeways using tools, equipment, and/or machinery. Assist with installation of culverts, headwalls, pollutant traps and other prefabricated components.
- Maintain surface drainage systems including drains, culverts and pollutant traps. Install and maintain roadside fixtures, including signposts, guideposts, barriers, fencing, pipes, stormwater infrastructure. Undertake small construction/maintenance projects within expertise.
- Assist with Traffic Control and the set up and dismantling of traffic control signage on job sites (subject to qualification).
- Subject to Licensing/certification, operate plant and equipment as required. Provide guidance to contractors on site appropriately.
- Erect and dismantle temporary fencing, concrete formwork, shoring and other construction. Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
- During quieter periods (likely during winter months) carry out other works including general labouring as directed by the Works Coordinator.
- Ensure compliance with WHS policy and procedures, WHSMS and legislative requirements, risk assessment, hazard identification and work safe, home safe principles.
- Ensure timely completion of timesheets and incident reports.

Key challenges

- Timely and effective completion of required water cart activity. Maintaining positive teamwork within road crews.
Workplace flexibility.

Key internal relationships

Who	Why
Works Coordinator, Director Infrastructure Services, Workshop Supervisor, Plant and Vehicle (including Trucks) Operators, Traffic Controllers, General Labourers, Human Resources and Finance staff, Storeperson.	Effective completion of workplace responsibilities.

Key external relationships

Who	Why
Shire residents and property owners, road users, Contractors	Water availability, road user care, cooperation.

Decision making

In accordance with Councils Delegations Register

Reports to

Gangers and Works Coordinator





Essential requirements

- Current NSW Class HR Driver's Licence
- White Card (Construction Induction)
- Traffic Controller Certification
- Ability to swim 25 metres; sufficiently fit to assist with workplace rescue activity
- relevant experience.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

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 at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Adept	<ul style="list-style-type: none">• Takes responsibility for the quality and timeliness of the team's work products• Ensures team understands goals and expectations• Shares the broader context for projects and tasks with the team• Identifies resource needs, including team, budget, information and tools• Allocates responsibilities and resources appropriately• Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none">• Uses a variety of work tools and resources to enhance work products and expand own skill set• Ensures others understand their obligations to use and maintain work tools and equipment appropriately• Contributes to the allocation of work tools and resources to optimise team outcomes

CONDITIONS OF EMPLOYMENT

TRUCK DRIVER – WATER CART

1. A negotiable salary range plus allowances where appropriate, subject to the demonstration of qualifications, skills and competencies.
2. Appointment to the position will be in accordance with the NSW Local Government (State) Award and Council's salary structure.
3. A health assessment, which meets pre-requisites for our positions.
4. 9 day fortnight arrangements.

HOW TO APPLY?

How can I ensure I submit the best application possible?

So that your application is competitive, ensure that you submit a current resume, at least two referees with current contact details. You should provide a short cover letter that addresses the key accountabilities for the role, essential criteria or desirable criteria.

When will I be notified of the outcome of the selection process?

Applications are considered against the position description and, if successful, interviews are offered shortly after the advertised closing date. All applicants who did not gain an interview, are notified via mail at this stage. If you are the successful applicant, you will be contacted via phone. All unsuccessful applicants who were interviewed will be notified in writing.

How do I know if I have been offered an interview?

If successful in the selection process, Council will contact you to arrange a suitable time for an interview shortly after the application closing date.

What do I do if I have left something out of my application?

Information can be added to your application at any time until the closing date. After this time, if you are successful in gaining an interview you can bring any additional information to the interview.

Who can I contact if I have questions relating to the role?

You can contact us on mail@weddin.nsw.gov.au.

Where do I submit my application to?

Applications addressed to the General Manager should be submitted by **5:00pm Tuesday 10 June 2025** by post to Weddin Shire Council, PO BOX 125, Grenfell NSW 2810 or delivered to Council's Administration Building at 73 Camp Street, Grenfell NSW 2810 or by email to mail@weddin.nsw.gov.au.