Position Description

Position Title:	Skilled Field Operator - Driver
Grade:	C
Department:	City Presentation
Reports to:	Team Leader
Direct reports:	N/A
Date:	June 2026

Position Purpose

The position will require the occupant to undertake all duties associated with the safe driving of Council vehicles (including those requiring an MR Licence), minor plant and transport of persons, equipment and materials across all Public Spaces Maintenance service areas. The occupant will also assist with general labouring and other duties as directed by the Team Leader or Field Supervisor. The position will require knowledge and use of Mobility application/device and future technology enhancements. The Job-holder will also be required to work from any of Council's Depots. The position requires a commitment to ongoing training, flexibility and Multi-Skilling within the Public Spaces Maintenance area to develop and maintain the required skills and competencies of the position.

Key Result Areas

1. Operate Vehicle

Major Actions

- Use/operate plant, tools and equipment in a range of circumstances associated with public spaces maintenance operations.
- Secure loads in-line with Council and statutory requirements.
- Complete pre-starting and after start inspections, complete reports to Council requirements.
- Undertake routine check and basic maintenance to ensure all plant, tools and equipment under your control are kept in a serviceable and safe working condition at all times.
- Monitor traffic and road conditions to ensure safety of passengers, equipment loads and facilities.
- Disposal of waste in accordance with Council and statutory requirements.
- Comply with Work Health and Safety, regulatory and statutory guidelines while operating plant, tools and associated equipment.
- Perform other duties as required.

Key Result Areas
2. Operate Plant, Tools and Equipment **Major Actions** • Operate plant and equipment associated with service area maintenance. • Use/operate tools and equipment in a range of circumstances. • Undertake routine check and basic maintenance to ensure all plant, tools and equipment under your control are kept in a serviceable and safe working condition at all times. • Perform other duties as required. • Comply with Work Health and Safety, regulatory and statutory guidelines while operating plant, tools and associated equipment. • Conduct traffic control at work site when required.
3. Labouring Duties **Major Actions** • Perform manual labouring duties. • Perform various other labouring duties as required.
4. Customer Service **Major Actions** • Provide effective service to Council customers, internal and the community • Accurately identify the needs of customers and take appropriate action to satisfy customer needs • Present a positive image of Council
5. Corporate Governance and Effective Work Practices **Major Actions** • Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards • Adhere to Council's Code of Conduct, Values and relevant policies and procedures • Take responsibility for and manage own work and contribute to a productive work environment • Accept and contribute to workplace change • Undertake workplace tasks as directed • Work cooperatively with others and use positive communication techniques • Resolve workplace conflict in line with Council policy • Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

Key Result Areas

6. Work Health and Safety (WHS)

Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- A current class MR driver licence
- Knowledge of all aspects of operation and maintenance of trucks, vans, ride-ons and trailers including loading, securing and unloading (both mechanical and manual means)
- Demonstrated experience in general labouring duties
- Demonstrated ability to communicate effectively
- Demonstrated ability to work in a team environment
- Competencies in the use of various items of small plant
- Work Safely in the Construction Industry (White) Card
- Knowledge of and commitment to WHS and EEO principles

Desirable

- Experience in public space labouring activities
- Tertiary qualification in Horticulture, cleaning operations or related area
- A current Traffic Control Blue Ticket
- Previous experience in Local Government

PENRITH CITY COUNCIL CAPABILITY FRAMEWORK

Our Capability Framework provides a set of 25 capabilities, expressed as behaviours, which set out clear expectations about performance and articulates what 'good' looks like in our organisation. The capabilities are grouped into 5 clusters: 'Leading Best Self,' 'Leading Human Connection,' 'Leading Optimal Results,' 'Leading People Authentically' and 'Leading Strategic Direction.' The capabilities act like building blocks and increase in complexity from the bottom to the top, as well as from left to right, across the framework. The capabilities are shaded according to the expectation for the role, being 'Core', 'Growth', 'Assumed' or 'Not in Scope' capabilities. The cumulative nature of the capabilities under each cluster, means an employee should be able to demonstrate the behaviours required of each capability, up to and including the capability deemed 'Core' for their role. *Please note Capability Mapping is subject to change and will be reevaluated from time to time. As such, you will be notified appropriately of any changes in the future and issued with the relevant updated Capability Mapping. Employees refer to the Capability Framework Guide for the list of behavioural descriptors.*

SKILLED FIELD OPERATOR – DRIVER CAPABILITY MAPPING

LEADING BEST SELF	LEADING HUMAN CONNECTION	LEADING OPTIMAL RESULTS	LEADING PEOPLE AUTHENTICALLY	LEADING STRATEGIC DIRECTION
INNOVATING Creative thinker that finds and implements new ways of doing things	**INFLUENCING** Can think on their feet and persuade a group of individuals towards their ideas and thinking	**LEADING PROJECTS AND CHANGE** Leads projects and change initiatives, demonstrating the 'art' and 'science' of project and change management	**LEADING ORGANISATIONAL CULTURE** Emanates inspirational and authentic leadership, walking the talk, creating a culture of trust and leading through ambiguity	**CREATING ORGANISATIONAL VISION AND STRATEGY** Creates a compelling vision and strategy to meet the needs of the community both now and into the future
EMBRACING CHANGE Open to change, takes on a positive outlook and adapts well to new ways of doing things	**FACILITATING DISCUSSION** Confident in presenting ideas to a group, facilitating discussion and managing group dynamics	**WORKING COLLABORATIVELY** Actively networks, builds relationships and works with others cross-functionally and/or with a broad range of stakeholders, to drive stronger results	**FOSTERING TEAM EFFECTIVENESS** Builds a supportive and collaborative team environment, fosters team spirit and trust	**DEMONSTRATING BUSINESS ACUMEN AND PLANNING** Understands business principles and financial implications and uses this to optimise business performance and inform strategic planning
MAINTAINING COMPOSURE Stays calm under pressure and practices self-care to manage stress	**DELIVERING THE 'CUSTOMER PROMISE'** Dedicated to serving the customer needs, both internal and external, and other stakeholders	**CONTINUOUSLY IMPROVING** Committed to improving the quality, efficiency and effectiveness of work processes and projects	**LEADING WITH COURAGE** Confident in having difficult conversations and is able to provide constructive feedback whilst maintaining the relationship	**DECISION MAKING** Makes decisions which are strategic and likely to have long-term impacts
DEVELOPING SELF Committed to self-improvement, welcomes feedback, seeks learning opportunities and is self-aware	**WORKING TOGETHER** Team player who helps and cooperates with others	**PROBLEM SOLVING** Uses sound judgement and logic to solve day-to-day problems	**LEADING A TEAM** Leads a team to perform by delegating effectively, setting clear expectations and providing feedback on performance and behaviour	**MANAGING RESOURCES** Effectively manages budgets, time, costs and other resources
TAKING ACCOUNTABILITY Reliably contributes, follows policies and procedures, upholds organisational values and keeps promises	**COMMUNICATING** Effective communicator (verbal and written) including the use of appropriate body language	**PLANNING AND ORGANISING** Prioritises tasks and works in an organised way to get things done effectively	**MENTORING OTHERS** Mentors others to help them learn and develop	**ANALYSING AND INTERPRETING** Uses analytical thinking to critically evaluate information and data in order to provide meaningful insights

KEY:	ASSUMED CAPABILITY	CORE CAPABILITY	GROWTH CAPABILITY	NOT IN SCOPE

PENRITH CITY COUNCIL