



Position Description

Position Title: Hook Lift Truck Driver

Tenure/Hours: Permanent Full Time
40 hours per week
On call for emergency operations

Position Summary: The Hook Lift Truck Driver is responsible for operating a hook truck to transport and deliver containers and materials to various locations in a safe and efficient manner. This role involves ensuring the correct and safe loading/unloading of materials, maintaining the truck in good working condition, and adhering to all safety and regulatory guidelines.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Safely drive and operate a hook truck in various environments, including urban, suburban, and rural areas.
- Manoeuvre the truck to load and unload containers using the hook lift system.
- Ensure proper collection of solid waste materials.
- Transport waste material to designated unloading location, operating in accordance with Health & Safety requirements and all specific vehicle Safe Operating Procedures.
- Conduct daily pre-trip and post-trip inspections of the truck.
- Adhere to all traffic laws, regulations, and company safety policies. High level public awareness/courtesy awareness
- Address any customer concerns or issues promptly and courteously.
- Work closely with dispatchers, loaders, and other team members to ensure efficient operations.
- Utilize personal protective equipment (PPE) and follow safety protocols during all operations.
- Communicate effectively with team members regarding schedules, routes, and any issues encountered.
- Assist with other functions within the Solid Waste team, including kerbside bin auditing, and Refuse Transfer Station Kiosk or yard operations when required.
- Assist with other tasks and projects as needed, such as site clean-ups or equipment maintenance.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- NZ Class 4 Drivers License
- Minimum 5 years' experience operating a hook truck.
- Strong understanding of New Zealand Health and Safety regulations.
- Ability to work independently and as part of a team.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Wheels Tracks and Roller License
- Kerbside Collection Training License (KCTL)
- Geographical knowledge of the Tararua District.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Group Manager – Infrastructure



Solid Waste Manager



Hook Lift Truck Driver

Additional Information

Delegations

Number of people reporting to the role	0
Financial delegation	N/A
Contract delegation	N/A
Statutory delegation	N/A

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: