

## Positions Vacant

### Bus Driver/ Centre Maintenance Person at NECC

Position will remain open until filled

#### How to Apply

**1. Covering Letter**

Provide a covering letter outlining your experience and reason for wanting to apply for this position

**2. Selection Criteria**

Address the essential selection criteria listed in the position description

**3. Resume**

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

**4. Submit Application by:**

Applications can be e-mailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

**Please note** applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

## Position Description

Title:	Bus Driver/Centre Maintenance	Classification Level	Level 2
Department	Children and Family Services	Award	Queensland Local Government Industry (Stream B) Award – State 2017
Reports To:	Nominated Supervisor	Location	Napranum
Nature of Employment	Part-Time	Liaisons:	Community Members, Government Agencies.

### PRIMARY POSITION OBJECTIVE/S

To be responsible for safely operating the school bus according to a set daily schedule.

To ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

To contribute to the smooth and efficient operation of our facility by maintaining a clean, safe, and well-functioning environment. The successful candidate will play a crucial role in enhancing the overall experience for both our team and visitors, ensuring a positive and professional atmosphere within the centre. This will be done by performing a variety of tasks related to the upkeep and maintenance of the centre.

### NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council.

They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

#### Local Participation

The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.

#### Mutual Respect and Trust

Building and maintaining positive relationships that are based on mutual respect and trust.

#### Professionalism

We are acting within the limits of our authority and maintain a high standard of ethics and integrity.

#### Pride

We are demonstrating our pride by connecting with the community and celebrating our successes.

#### Listening to Our community

Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.

#### Accountability

We are taking ownership for the decisions and actions that impact our community.

#### Innovation and Continuous Improvement

We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Ensure that the Operator Accreditation Number (or equivalent) is displayed on the bus.
- Operate the school bus in a safe and efficient manner and in accordance with all relevant legislation, policies and procedures.
- Pick up and deliver students as per the set schedule.
- Ensure students (and other passengers) are aware of the rules and responsibilities as passengers.
- Maintain order and discipline at all times on the school bus.
- Report any behavioural or disciplinary problems.
- Perform daily safety and maintenance checks.
- Clean the interior of the bus on a daily basis and clean the exterior of the bus on a weekly basis.
- Ensure fuel levels are always maintained.
- Ensure the bus is safely and securely stored.
- Report maintenance requirements as soon as they become apparent.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- Perform daily safety and maintenance checks, showcasing a proactive approach to identifying and resolving potential issues.
- Promptly report any maintenance or repair concerns to the Nominated Supervisor, maintaining a professional approach to problem identification and documentation.
- Perform preventative maintenance measures contributing to ongoing operational efficiency.
- Address and undertake minor repairs and maintenance tasks, ensuring the seamless functionality of centre grounds, equipment and furniture, showcasing a hands-on approach to resolving issues promptly.
- Construct or assemble necessary equipment as required.
- Provide support in various areas, including grounds and gardens, and be willing to assist with heavy lifting when necessary.
- Embrace additional responsibilities as directed, aligning with your skills, competence, and training, to ensure the comprehensive fulfillment of duties within the role.
- Encourage ongoing training and professional development opportunities to stay updated on industry standards and advancements.
- Ensuring compliance with safety regulations and company policies is essential for both transportation and maintenance duties.
- Provide excellent customer service
- Being prepared to respond effectively to emergencies

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Children and Family Services
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development

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activities, staff meetings and training as required or directed.

- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

### CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.
- Maintain good punctuality

### SELECTION CRITERIA

#### Essential

- Hold a current and valid HR class licence.
- Hold and maintain a current Passenger Transport Driver Authority and medical certificate as per the conditions of the Driver Authority regulations from the Department of Transport and Main Roads – Queensland.
- Hold a current Blue Card – Working with children.
- At least one year of experience driving buses.
- No recent driving violations.
- Able to pass a Drug and Alcohol test.
- Adaptability and foresight to handle unexpected situations (for example traffic and weather conditions)
- Demonstrated ability to be reliable and punctual
- Excellent customer service skills.
- Current First Aid Certificate or equivalent.
- Demonstrated experience in general maintenance work, including repairs, installations, and troubleshooting.
- Strong problem-solving skills to identify issues, diagnose problems and implement practical solutions.
- A commitment to workplace safety and adherence to safety protocols and regulations
- Strong time management and organisational skills to prioritise tasks, manage workloads effectively and meet deadlines
- Flexibility and adaptability to work in a dynamic environment with changing priorities and requirements.

### EXTENT OF AUTHORITY

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The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.