



Job Description Form

1. Position Details

Position Title Conservation Employee – Fire Tower Person			Position Number DBCA3173900
Level/Grade AWU Level 2.1	Specified Calling N/A	Agreement AWU (WA Public Sector) GA 2024, AWU Fire Services Provisions Agreement 2014	Effective Date 14 November 2025
Division Regional and Fire Management Services		Branch Warren Region	
Section Frankland District		Location Mount Frankland	

2. Reporting Relationships

Position Title District Manager	Level/Grade Leve 7	Recruitment and Establishment Section Registered JDF <i>C. Brown</i> 14 November 2025	
↑		Other offices reporting directly to this office	
Responsible to			
Position Title District Fire Coordinator	Level/Grade Level 5 or 6	←	
↑		Position title	Level/ Grade
Responsible to		2 x Fire Operations Officer	Level 4
↑		Assistant Operation Officer (Fire)	Level 1 / 2
This position		Conservation Employee – Tower Person	AWU Level 2.1
↑			
Officers under direct responsibility			
Position Title Nil	Level/Grade	Approx. no. FTEs supervised	

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Operating under direct supervision:

Provides a continuous watch from the Mount Frankland fire watch tower for smoke during hours of work, as required.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Operating under direct supervision:

Fire Management Operations (95%)

1. Remains on a continuous watch for smoke during hours of the day as required.
2. Makes visibility observations in each of the four quarters of the compass from Mount Frankland Fire watch tower.
3. Provides smoke reports verbally to the District Duty Officer at the Walpole office and records observations in the tower daily log book.
4. Participates in environmental monitoring, as required.

In undertaking this role, the following generic duties also apply: (5%)

Work Quality

5. Understands and undertakes basic quality control and able to recognize basic quality faults.

Customer Service

6. Liaises with the public in a positive and constructive manner.

Ethics and Compliance

7. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
8. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.

Work, Health and Safety

9. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Work Health and Safety Act 2020*.
10. Participates in safety initiatives including team meetings, Job safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

Other

11. Provides information to visitors as required at the Mount Frankland recreation site
12. Carries out other duties as required.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should submit a cover letter using the following criteria as a guide to express their interest in being considered for selection for interview.

1. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
2. Ability to liaise and interact in a positive manner, good communication and interpersonal skills and able to work effectively in a team and with limited supervision when required.
3. Ability to be contacted by phone and able to travel to Mount Frankland within 1 hour of being called.
4. Willingness and ability to work alone and in isolation for periods of up to 10 hours.
5. Commitment to adhering to work, health and safety procedures and principles; be willing to wear prescribed safety equipment
6. Physically fit for and be available for fire service consistent with the *AWU (WA Public Sector) Award 1992* and any prevailing industrial agreements; plus, ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Understanding of equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Ability to complete a "Full Eye Test" from an optometrist and have good long range vision (corrected or uncorrected). (This assessment will be paid for by the department).
10. Ability to pass a departmental medical assessment and have good hearing and speech. (This assessment will be paid for by the department).

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

1. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Casual	
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	0.2 FTE	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Vehicle allowance
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Radio (VHF), weather meter,	
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: