



# Job Description Form

## 1. Position Details

<b>Position Title</b> Ranger Assistant			<b>Position Number</b> DBCA3043276
<b>Level/Grade</b> Grade RA1	<b>Specified Calling</b> N/A	<b>Agreement</b> Rangers Award/ RNPGA 2022 United Voice Fire Services Provisions Agreement 2014	<b>Effective Date</b> 24 February 2026
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Murchison District		<b>Location</b> Kalbarri	

## 2. Reporting Relationships

<b>Position Title</b> Nanda Park Coordinator	<b>Level/Grade</b> Level 5	Recruitment and Establishment Section <i>C. Brown</i> Registered JDF 24 February 2026				
↑						
<b>Responsible to</b>						
<b>Position Title</b> Senior Ranger	<b>Level/Grade</b> Grade 3	<b>Other offices reporting directly to this office</b> <table border="1"> <tr> <td><b>Position title</b></td> <td><b>Level/Grade</b></td> </tr> <tr> <td>4 x Rangers 4 x Rangers Assistants 3 x Trainee Rangers</td> <td>RA1 Grade 1 or 2</td> </tr> </table>	<b>Position title</b>	<b>Level/Grade</b>	4 x Rangers 4 x Rangers Assistants 3 x Trainee Rangers	RA1 Grade 1 or 2
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4 x Rangers 4 x Rangers Assistants 3 x Trainee Rangers	RA1 Grade 1 or 2					
↑						
<b>Responsible to</b>						
<b>This position</b>						
↑						
<b>Officers under direct responsibility</b>						
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>				

## 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:

Under the immediate direction of the Senior Ranger:

- Assists in the maintenance and servicing of parks and visitor services facilities and assets within the Kalbarri Work centre operational area
- Assists with visitor control, parks and visitor services projects, interpretive programs, fire management, weed and feral animal control and conservation programs as directed.
- Assists in the development of new recreational facilities.
- Implements works programs consistent with departmental guidelines, policies and management plans.

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 (%).

Under the immediate direction of the Senior Ranger:

### **OPERATIONS (75%)**

1. Participates in the servicing of park facilities, including routine cleaning and maintenance of recreation sites, litter control and waste management.
2. Assists in the fabrication, maintenance and installation of park infrastructure.
3. Assists in the operation and maintenance of mechanical equipment, including small motors, pumps, generators, fire units, compressors, 4WD vehicles and trailers.
4. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
5. Participates in activities associated with the protection of flora and fauna, including treating weeds and application of chemicals.
6. Assists in the trapping and baiting of feral animals.
7. Participates in the rehabilitation of disturbed sites.
8. Participates in the monitoring of native fauna and feral animal populations.

### **ETHICS, COMPLIANCE AND WORK, HEALTH AND SAFETY (15%)**

9. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g. time sheets, vehicle logbooks, works diary and training portfolio.
10. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
11. Responsible for personal safety and cooperates with team leader in carrying out employee responsibilities as defined in the *Work Health and Safety 2020*.
12. Participates in safety initiatives including team meetings, Job Safety Analysis preparation, performing prestart checks, workplace inspection, hazard identification and control and accident investigations.

### **PUBLIC INTERACTION (10%)**

13. Liaises with the public, including commercial tour operators in a positive and constructive manner.
14. Reports suspicious activity and offences on departmental land.

### **GENERAL (15%)**

15. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife response, as appropriate and as directed by the Senior Ranger.
16. Carries out other duties as directed by the Senior Ranger.

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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 address the following four criteria. These should be addressed in no more than three pages in total.

1. Evidence of ability to participate in manual activities related to the servicing, cleaning, and maintenance of visitor facilities such as toilets, car parks, trails and recreation facilities, including communicating with the public.
2. Evidence of ability in basic outdoor construction and maintenance, such as weed control, pruning, the use of hand tools, power tools, 4WD vehicles, and small engines.
3. Evidence of ability to understand and follow work, health and safety procedures and principles, including understanding job safety analysis of common tasks. Willingness to wear prescribed safety equipment and PPE and to work safely with chemicals.
4. Possession of a Current 'C' Class Driver's Licence or ability to gain within a suitable timeframe.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Ability to understand maps, and apply relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
6. Physically fit, must be able to pass the departmental fire fitness test, willing and able to work in remote locations 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. Possess other skills or qualifications relating to the position e.g. 1080 baiting certification, firearms, animal trapping, first aid certificate, and common trade skills. **(Desirable)**
9. Current 'MR' Class Driver's licence. **(Desirable)**
10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence.**

## 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.

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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Full Time Equivalent (FTE)</b> 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.	1.0 FTE	
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" 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: Fire Availability
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Hand and power tools, generator, chainsaw, 4WD and Medium Rigid trucks, skid steer loaders	
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>PEOPLE SERVICES BRANCH USE ONLY</b>		
ANZSCO Code	234314	

## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b> 	<b>Signature:</b>
<b>Date:</b> 27/02/2026	<b>Date:</b>