



Job Description Form

1. Position Details

Position Title Conservation Employee (seasonal)			Position Number PA2609CE
Level/Grade AWU Level 2	Specified Calling N/A	Agreement AWU (WA Public Sector) General Agreement 2024, AWU Fire Services Provisions Agreement 2014	Effective Date 20 May 2026
Division Regional and Fire Management Services		Branch Warren Region	
Section Donnelly District		Location Manjimup, Pemberton or Northcliffe	

2. Reporting Relationships

Position Title Senior Works Centre Coordinator	Level/Grade AWU Level 5	Recruitment and Establishment Section Registered JDF <i>C. Brown</i> 20 May 2026	
↑		Other offices reporting directly to this office	
Responsible to			
Position Title Overseer	Level/Grade AWU Level 3	←	Position title Conservation Employees
↑			Level / Grade AWU Level 2
Responsible to			
This position			
↑			
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:

Participates in a range of activities relating to conservation, parks and wildlife work within the department including prescribed burning, bushfire suppression and control, fauna and flora protection, construction and maintenance of infrastructure, support of tourism and recreational activities and the operation of associated machinery.

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 (70%)

1. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
2. Participates in firebreak construction and maintenance.
3. Erects signage.
4. Maintains water points and strategic road access.
5. Maintains fire equipment as required.
6. Use chemicals as required.

Conservation (10%)

7. Participates in activities associated with the protection of flora and fauna, including controlling pests and diseases and application of chemicals.
8. Undertakes the trapping and baiting of feral animals and preparation of baits.
9. Participates in the planting and or rehabilitation of disturbed sites with native vegetation.
10. Monitors native fauna populations.

Parks & Visitor Services (10%)

11. Monitors visitor numbers and collects data.
12. Reports suspicious activity and offences on departmental land.
13. Uses various tools, machines and equipment to maintain park and land infrastructure.
14. Cleans and maintains visitor facilities including the collection and removal of rubbish.
15. Uses various tools, machines and equipment to construct park and visitor service infrastructure from a variety of materials including metal, wood, brick and cement.
16. Operates and maintains minor mobile and stationary plant and equipment.
17. Assists with the inspection of facilities.
18. Uses chemicals as required.

Sustainable Forest Management (5%)

19. Engages in tree marking.
20. Participates in the rehabilitation of disturbed sites.
21. Participates in environmental monitoring, as required.

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

Work Quality

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

Customer Service

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

Ethics and Compliance

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

Work, Health and Safety

26. 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*.
27. Participates in safety initiatives including team meetings, Job safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

Other

28. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
29. 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. Ability to participate in on-ground and field-based activities related to the maintenance and construction of recreation sites and visitor facilities, flora and fauna protection and fire suppression and control with a preference for someone who has an interest or experience in recreation and nature conservation management.
2. Understanding and commitment to work, health and safety procedures and principles; be willing to wear prescribed safety equipment and work safely with certified chemicals.
3. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test.
4. Be available for fire service consistent with the *AWU (WA Public Sector) Agreement 2024* 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, training and level of experience.
5. Willingness and ability to work away from home, often for extended periods and in remote locations and be available for weekend work and irregular hours of work.
6. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and follow relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
7. 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.
8. Understanding of equity and diversity principles and practices.
9. Experience in machine operations and or safe operation of chainsaws, brush cutters and common power tools. **(Desirable)**
10. Fire-fighting experience and certification. **(Desirable)**
11. Current ‘C’ Class Driver’s Licence to be C or a C-A **(Essential)** or Current ‘MR’ or ‘HR’ Class Driver’s Licence. **(Desirable)**
12. Possess other skills or qualifications related to the position e.g. 1080 baiting certificate, firearms, animal trapping, accredited faller, first aid certificate, and common trade skills. **(Desirable)**

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.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence (Desirable)**.

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 Fixed term contract		
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.	0.5 FTE (Full time during the fire season)		
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: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, Chainsaws, fire equipment, minor mobile and stationary plant and equipment, spraying equipment		
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: