



Job Description Form

1. Position Details

Position Title Machine Plant Operator			Position Number DBCA3164821
Level/Grade AWU Level 3	Specified Calling N/A	Agreement AWU (WA Public Sector Award) GA 2024, AWU Fire Services Provisions Agreement 2014	Effective Date 5 June 2026
Division Regional and Fire Management Services		Branch South West Region	
Section Blackwood District		Location Nannup	

2. Reporting Relationships

Position Title Senior Works Coordinator	Level/Grade AWU Level 5	Recruitment and Establishment Section Registered JDF <i>C. Brown</i> 5 June 2026							
↑		Other offices reporting directly to this office							
Responsible to		<table border="1"> <thead> <tr> <th>Position title</th> <th>Level/Grade</th> </tr> </thead> <tbody> <tr> <td>Overseers Machine Operators</td> <td>AWU Level 3 AWU Level 3</td> </tr> </tbody> </table>		Position title	Level/Grade	Overseers Machine Operators	AWU Level 3 AWU Level 3		
Position title	Level/Grade								
Overseers Machine Operators	AWU Level 3 AWU Level 3								
Position Title Work Centre Coordinator	Level/Grade AWU Level 4								
↑									
Responsible to		<table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td>Nil</td> </tr> </tbody> </table>		Position Title	Level/Grade	Approx. no. FTEs supervised	Nil		Nil
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Nil		Nil							
This position		↑							
Officers under direct responsibility									

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 direction of the Work Centre Coordinator:

- Operates heavy machinery such as a Front End Wheeled Loader (FEL), and larger track-type bulldozer or equivalent in forested environments and challenging terrain.
- Undertakes bushfire suppression work at all categories of bushfire (level 1, 2 and 3) and is fire line competent.
- Applies appropriate disease hygiene requirements at all times.

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 (%).

Machine Plant Operations (70%)

1. Operates heavy machinery such as a Front End Wheeled Loader (FEL), and larger track-type bulldozer or equivalent in forested environments and challenging terrain.
2. Ensures equipment under control is secure at all times and that machinery is adequately maintained for day to day operational use and to manufacturers specifications
3. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. This includes:
 - Undertaking bushfire suppression work at all categories of bushfire (level 1, 2 and 3) and is fire line competent.
 - providing appropriate heavy machinery support for prescribed burn operations; and
 - performing allocated roles in fire management and other incidents, including working outside normal hours as required.
4. Applies appropriate disease hygiene requirements at all times and particularly in environmentally sensitive areas.

In undertaking this role, the following generic duties also apply: (30%)

Personnel and Training

5. Assesses training needs of conservation employees. Facilitates their training and development needs.
6. Provides on the job training as required.

Planning, Administration and Quality Control

7. Undertakes all administrative functions required of the role.
8. Prepares weekly schedules/ work programs of priorities to be achieved in conjunction with the Senior Works Coordinator and the service coordinators in the district.
9. Advises on methods and techniques to improve quality control, efficiency and productivity.

Customer Service

10. Liaises with the public in a positive and constructive manner.
11. Provides services to internal customers within an agreed schedule.

Ethics and Compliance

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

Work Health and Safety

14. Responsible for personal and team safety in carrying out employee responsibilities as defined in the *Work Health and Safety Act 2020*.
15. Assists in the development and implementation of job prescriptions and safe working procedures, including workplace inspection, hazard identification and control and accident investigations.
16. Monitors and anticipates public activity on departmental land, having regard *Work Health and Safety 2020*, public liability, departmental risk factors and relevant Acts and regulations.

Other

17. Participates in development programs to achieve Certificate III in Conservation and Ecosystem Management.
18. Participates in emergency incident responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the District Manager.
19. 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 ability to operate heavy machinery such as a Front End Wheeled Loader (FEL), and larger track-type bulldozer or equivalent in forested environments and challenging terrain.
2. Ability to supervise and coach others in a range of work situations, identify training needs, conduct training as appropriate, and promote an environment of continuous learning.
3. Ability to plan and implement works programs in an efficient manner, organise resources, determine day to day priorities and ensure best practice quality control measures are achieved.
4. Ability to liaise with and negotiate with other parties to ensure all approvals are in place and agree on standard of work before operational works commence
5. Proven ability to undertake roles in prescribed burning, and incident and fire management activities. Willing and able to participate in ongoing training, physically fit for “on ground” fire work and able to pass the departmental fire fitness test and medical associated with emergency management roles. 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.
6. Good oral and interpersonal skills, ability to work effectively in a team and under limited supervision with departmental employees and contractors.
7. Good writing skills including the ability to produce reports and programs and apply computer skills (including Word, Excel) to the requirements of the job.
8. Knowledge of the basic principles of fauna, flora and hygiene management, with a preference for someone with experience in Dieback Disease Hygiene requirements and machine operations in environmentally sensitive areas.
9. Certificate III in Conservation and Ecosystem Management or ability and willingness to acquire.
10. Understanding of work, health and safety, and equity and diversity principles and practices.
11. Western Australian ‘MR’ and ‘C’ Class Driver’s Licences with a preference for someone with a HC Licence or willingness to obtain.

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.

12. 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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 ie 60% of full time hours.	1	
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.	Heavy machine plant including 380 Loader, Low Loader, D6 or D7 Caterpillar or equivalent, chainsaws, power tools, 4WD vehicles, fire-fighting equipment, HF radios and personal computer	
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/ .	<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. 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: