

Job Description Form

1. Position Details

Position Title Rangers Assistant			Position Number DBCA3119698
Level/Grade RA1	Specified Calling N/A	Agreement Rangers Award / RNPGEA 2020	Effective Date 14 February 2023
Division Regional and Fire Management Services		Branch Midwest Region	
Section Turquoise Coast District		Location Jurien Bay or Cervantes	

2. Reporting Relationships

Position Title Parks and Visitor Services Coordinator	Level/Grade Level 5
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Personnel Services Section
Registered JDF
14 February 2023 

Responsible to

Position Title Senior Ranger Cervantes	Level/Grade Grade 3
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Other offices reporting directly to this office

Position title	Level/Grade
5 x Ranger	Grade 1 or 2
3 x Rangers Assistant	RA1
Conservation Employee	AWU Level 2

Responsible to

This position

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

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:

Participates in a range of activities relating to conservation and environment work on lands and waters managed by the department within the Turquoise Coast District, including:

- fabrication, maintenance and installation of infrastructure and equipment;
- assisting with general park management and maintenance requirements, including visitor information dissemination and education;
- feral animal and pest control; and
- assisting with suppression of wildfire and prescribed burning programs.

This position offers development opportunities for Aboriginal people with preference given to Yued community members or approved Yued applicants.

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 (80%)

1. Participates in the servicing of park facilities, including routine cleaning and maintenance of campgrounds, litter control and waste management.
2. Assists in the fabrication, maintenance and installation of park visitor facilities, including sign manufacture, painting, carpentry and welding.
3. Assists in the maintenance of mechanical equipment; including small motors, pumps, and 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. Maintains fire equipment as required.
6. Participates in activities associated with the protection of flora and fauna, including treating pests and diseases, and application of chemicals.
7. Undertakes the trapping and baiting of feral animals.
8. Participates in the planting and rehabilitation of disturbed sites with native vegetation.
9. Monitors native fauna populations.

PERSONNEL (5%)

10. Provides limited supervision of volunteer workers, contractors and other workers as directed.

PUBLIC INTERACTION (10%)

11. Assists with park visitor services including liaising with and providing information to park visitors and fee collection.
12. Reports suspicious activity and offences on departmental land.

GENERAL (5%)

13. 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
14. 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 five criteria, including where possible the desirable criterion. These should be addressed in no more than three pages in total.

1. Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position with preference given to Yued community members or approved Yued applicants.
2. Evidence of abilities in being able to participate in manual activities related to the maintenance and construction of departmental assets, flora and fauna protection and fire suppression and control, with a preference for someone with knowledge of park recreation design and maintenance requirements.
3. Evidence of ability to understand occupational health and safety procedures and principles. Willingness to wear prescribed safety equipment and to work safely with certified chemicals.
4. Evidence of abilities in being able to liaise and interact in a positive manner. Have good communication and interpersonal skills and be able to work effectively in a team and with limited supervision, when required.
5. Experience in working with volunteers and able to handle fees and money collection appropriately. **(Desirable)**

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

6. Ability to understand maps, and apply relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
7. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test 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.
8. Willingness and ability to work away from home, often for extended periods and in remote locations. Be available for occasional weekend and irregular hours of work.
9. Understanding of equity and diversity principles and practices.
10. Current ‘C’ Class Driver’s Licence.
11. Fire-fighting experience and knowledge of incident control system structures. **(Desirable)**
12. 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)**
13. Current ‘MR’ Class Driver’s Licence. **(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.

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

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a 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 type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Mig Welder, 4WD, 4WD tractor, Light and Heavy Fire units, Hand and power tools, Generator.		
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 checked="" type="checkbox"/> Yes <input 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		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234314
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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: