

Asset Services Field Officer

Statement of Duties

Position number:	707682 & 707683
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 3
Division/branch/section:	Parks and Wildlife Service/Operations
Full Time Equivalent (FTE):	1.0 FTE
Location:	Northwest (Ulverstone), Northern (Launceston) or Southern (Hobart). Specific location/s subject to negotiation.
Employment status:	Fixed-term
Ordinary hours per week:	38 hours per week
Supervisor:	Regional Manager or delegate

Position Objective

Undertake asset and road inspections within Tasmanian national parks to identify defects and hazards and to plan and implement required works programs.

Major Duties

- Undertake programmed inspections and provide detailed condition assessments for built assets and roads.
- Provide information and feedback to assist with the preparation and implementation of asset operational plans, works programs and budgets.
- Prepare and plan corrective action works, procurement of services and to assist with the supervision of contractors for minor corrective action works and maintenance. Contribute to the categorisation, assessment and prioritisation of works and maintenance requirements.
- Undertake visitor facilities servicing and minor maintenance of infrastructure, buildings and equipment in accordance with specific activity plans and standards.
- Update asset information and maintenance records within the PWS Asset Management System as required.
- Provide information, advice and assistance to visitors.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- undertaking development, maintenance, operational and monitoring tasks in accordance with Field Centre operational plans, maintenance schedules, and Departmental policy and procedures.
- maintaining and operating plant and equipment in accordance with maintenance schedules, operating guidelines and safe working procedures.
- providing reliable advice and information to visitors and community members referring any difficult issues to the supervisor or other more experienced employees.
- maintaining good working relationships and working effectively as a team member.
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are:

- General instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents.
- Exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks.
- Creativity and initiative is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- Knowledge and expertise in minor construction works, condition assessments and maintenance of a variety of buildings, infrastructure and recreational facilities.
- Knowledge of building regulations and standards as they apply to minor construction works and maintenance, or the ability to acquire the knowledge.
- Experience in the safe operation and maintenance of machinery, plant and equipment typically associated with the management of natural and cultural resources.
- Good computing skills with experience in word processing and database programs including asset management related databases and information management systems.
- Well-developed interpersonal and communication skills with the ability to explain operational procedures and provide information to, and liaise with, clients, stakeholders and members of the public.
- Sound organisational skills combined with an understanding of budget management principles or the ability to acquire the knowledge.

Desirable Qualifications and Requirements

- A current Workplace Level 2 First Aid Certificate.
- A Trade Certificate in a built asset or a natural environmental related field.
- Several years' experience in reserve management and/or an asset management related fields.
- A current motor vehicle driver's licence.

Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.dpipwe.tas.gov.au provides more information.

The **Parks & Wildlife Service Division** is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

The role of the **Operations Branch** is to manage Tasmania's parks and reserves, providing high level strategic and policy advice to ensure the natural and cultural values of the Parks and Reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

The Operations Branch includes the following sections:

- **Three Regions, Northern, North-Western and Southern** each Region is responsible for the planning and direction of operational activities and programs for that particular Region ensuring quality service delivery, effective risk management and the most effective use of available resources.
- **Assets and Information Management Systems** is responsible for the development of policies, procedures; IT systems, provision of technical expertise and training throughout the Parks and Wildlife Service to ensure the development and maintenance of built assets and equipment in accordance with relevant standards.

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- **Fire Operations** is responsible for the development of policies, procedures; providing operational support and training throughout the Parks and Wildlife Service to plan for and control the use of fire to maintain ecological diversity of the reserve system and minimising the risk of bushfires.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.

Medical examination

Often work is outdoors and sometimes in remote locations which may involve periods of rough camping. Participation in fire management activities is a requirement of the role.

To meet remote working and fire management responsibilities, in line with agency standard policies and procedures, the Field Officer will be required to complete an approved medical disclosure and contact information form and if involved in fire suppression operations participate in an annual medical examination and fire fighter fitness assessment.

Special Employment Conditions

The duties may require the Asset Services Field Officer to:

- work weekends and public holidays in accordance with a roster work pattern of 10 days on and 4 days off for part of the year
- work an 8 hr day which enables you to have an accrued day off every month.
- work overtime, which includes after hours work and responding to afterhours disturbances;
- be rostered or directed to be available to return to work at short notice to deal with unforeseen circumstances or emergencies (e.g. bushfire);
- obtain and maintain a First Aid Certificate and perform first aid duties.
- travel extensively though-out the region and attend meetings state-wide.
- undertake multiday bushwalking, carrying all personal equipment and supplies, camping/accommodating away for services for up to 10 days,
- the work may be in isolated locations and/or in inclement weather,

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The occupant may be eligible for participation in fire suppression operations on the fire ground and/or as part of an incident management team.

Allowances may be applicable and payable in accordance with the Parks and Wildlife Service Industrial Agreement 2009

Location

The positions are generally located within the Regional Office. The occupant maybe required to work at the following Field Centres, within their designated Region.

Southern Region:

Seven Mile Beach Field Centre, Tasman Field Centre, Maria Island Field Centre, Macquarie Island Field Centre, Hastings Enterprise, Huonville Field Centre, Huon Valley – South Coast, Mt Field Field Services Group, Bruny Island Field Centre, Mt Field Field Centre, Derwent Field Centre.

Northern Region:

Furneaux Field Centre, Freycinet Visitor Centre, Freycinet Field Centre, St Helens Field Centre, Scottsdale Field Centre, Tamar Field Centre, Tamar Island Wetlands Centre, Entally House Historical Site, Mersey Field Centre, Great Western Tiers Field Centre, Mole Creek Caves.

North West Region:

Highfield House Field Centre, King Island Field Centre, Leven Field Centre, Stanley Field Centre, Cradle Field Centre, Cradle Enterprise, Overland Track, Lake St Clair Field Centre, Arthur River Field Centre, Strahan Field Centre, Queenstown Field Centre.

Approved by:

Date: <dd/mm/yy>