

Department of Primary Industries, Parks, Water and Environment

Field Officer Statement of Duties

Position number:	706476
Award/Agreement:	Tasmanian State Service Award, Parks & Wildlife Service Industrial Agreement 2009
Classification level:	General Stream, Band 3
Division/branch/section:	Parks and Wildlife Service (PWS), Operations
Full Time Equivalent (FTE):	1.0 FTE
Location:	Northern Region
Field Office:	The position is within the Northern Region, initially located at Tamar Field Centre. (See special employment conditions for further information on other field centres within the Region)
Employment status:	Permanent
Ordinary hours per week:	38 hours per week
Supervisor:	Ranger

Position Objective

Implement the Field Centre operational plans, carry out works to maintain field centre infrastructure and facilities for the conservation and sustainable use of natural and cultural resources.

Major Duties

- Plan and implement minor construction and maintenance of infrastructure, buildings and equipment in accordance with maintenance schedules and standards. Update maintenance records on the PWS Asset Management System as required.
- Undertake reserve operational and maintenance tasks in accordance with field centre operational plans and specific activity plans. Includes the operation of plant and machinery.
- On-the-job control of employees and volunteers engaged in minor construction, maintenance, project work, routine maintenance and operational tasks. Including allocating tasks and explaining and/or demonstrating work methods to inexperienced employees and volunteers.
- Provide information and feedback to assist with the preparation and implementation of field centre operational plans, works programs and budgets.
- Undertake risk assessments and identify and implement procedures and actions to ensure safe work places and public safety.

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- Provide information, advice and assistance to visitors.
- Undertake fire operations including fuel management and wildfire suppression. Planning and implementation of planned burns.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- Undertakes development, maintenance, operational and monitoring tasks in accordance with Field Centre operational plans, maintenance schedules, and Departmental policy and procedures;
- Maintains and operates plant and equipment in accordance with maintenance schedules, operating guidelines and safe working procedures;
- Provides reliable advice and information to visitors and community members referring any difficult issues to the supervisor or other more experienced employees;
- Provides advice and support directly to employees and volunteers, assisting with on-the-job logistics and organising works and small projects. Ensure that employees and inexperienced employees are suitably equipped, work safely and are aware of safe work practices;
- Maintains good working relationships and works effectively as a team member; and
- 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:

- The Field Officer will perform the duties under limited supervision, reporting directly to the L4 Ranger who will establish priorities for the works program. Additional guidance is available from departmental policies, management plans and the PWS Strategic Plan.
- The Field Officer will often be required to use initiative and make judgements remote from sources of advice. Choices are made based on established procedures, guidelines and instructions written or verbal.

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

- Experienced in minor construction works and maintenance of a variety of buildings, infrastructure and recreational facilities.
- Ability to work with others and maintain good working relationships; together with a knowledge of diversity principles and occupational health and safety requirements.
- Experienced in the safe operation and maintenance of machinery, plant and equipment typically associated with the management of natural and cultural resources.

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- Knowledge of building regulations and standards as they apply to minor building construction and maintenance.
- Sound organisational skills combined with an understanding of budget management principles or the ability to acquire the knowledge.
- Good interpersonal, written and verbal communication skills and ability to communicate with a wide range of people.
- Knowledge of fire behaviour, and fire operational experience at a level appropriate to this role. Ability to actively participate in fire suppression operations.

Desirable Qualifications and Requirements

A Trade Certificate in a discipline relevant to the duties.

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.

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- **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.
- **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.

Special Employment Conditions

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 participate in an annual medical examination and fire fighter fitness assessment.

Availability and Recall

The Field Officer will be subject to fire duties availability, which imposes some restrictions on movement on days off and the taking of recreation leave during the fire season.

Fire suppression operations may involve work outside normal working hours for which payment will be made in accordance with the Tasmanian State Service Award. The Field Officer must return to work for fire duties if requested when off duty.

The duties may require the 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; working 8 hours per day, which enables you to have an accrued day off every month.
- work overtime, which includes after hours work and responding to afterhours disturbances;

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- be rostered or directed to be available to return to work at short notice to deal with unforeseen circumstances or emergencies (e.g. wildfire);
- obtain and maintain a First Aid Certificate and perform first aid duties.

Location

The position is within the Northern Region, initially located at Tamar Field Centre. The occupant may be required to work at the following Field Centres, within the 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.



Approved by:

Date: 12/01/2017