

# Track Ranger

## Statement of Duties

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<b>Position number:</b>	Generic
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 2
<b>Division/branch/section:</b>	Parks & Wildlife Service, Operations Branch
<b>Location:</b>	Various
<b>Full Time Equivalent (FTE):</b>	1.00
<b>Employment status:</b>	Fixed Term Full Time or Part Time on a roster basis
<b>Ordinary hours per week:</b>	38 hours per week
<b>Supervisor:</b>	Ranger-in-Charge

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### Position Objective

Support and contribute to the visitation experience through the maintenance of huts, tracks and other facilities and the provision of information, interpretation, advice and assistance to visitors.

### Major Duties

- Provide information, interpretation, advice and assistance to visitors regarding the use or management of reserved land.
- Carry out planned development, maintenance, operational and monitoring tasks associated with the management of reserves' natural, recreational and cultural assets.
- Provide information and feedback to assist with the preparation and implementation of works programs and budgets.
- Provide information and feedback to help develop and maintain practices to ensure safe work places and public safety.
- Undertake enforcement procedures related to minor offences involving the issuing of verbal cautions and park infringement notices.
- Provide support and assistance in the case of emergencies, including fire, and administering First Aid where appropriate.
- May guide less experienced staff in routine operational tasks.

## **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- Undertaking development, maintenance, operational and monitoring tasks in accordance with Business Plans and Works Programs, maintenance schedules and Departmental policy and 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.
- Dealing effectively with minor offences (commensurate with level of training, experience and status), while referring to and assisting experienced staff with more complex offences.
- The occupant is responsible for 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 Track Ranger reports directly to the Ranger-in-Charge who establishes priorities for the works program.

- Initially detailed instructions are provided on established techniques, methods, priorities and timeframes. Consistent with increasing experience, detailed instructions are limited to unusual requirements which do not have clear guidelines or precedents. Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience.
- Some interpretation, modification or adjustment of accepted practices, methods or standards may be required to achieve specified outcomes.

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

- A knowledge of the principles and practices related to the management of:
  - Reserved Lands;
  - Cultural Heritage (Aboriginal and Historic);
  - Outdoor Recreation and Tourism.
- Good interpersonal, written and verbal communication skills including the ability to communicate with a wide range of people, to work well with others and maintain good working relationships.
- Experience in minor construction and maintenance of infrastructure and the ability to safely use the necessary tools, equipment and small machinery for such tasks.
- Well developed organisational skills with the ability to work in remote areas for extended periods. Knowledge and experience of bushwalking in Tasmania would be an advantage.
- Knowledge of fire behaviour, emergency response, and first aid at a level appropriate to this role. Ability to actively participate in emergency response and first aid in remote areas.
- Knowledge of the relevant legislation administered by the Department or demonstrated ability to quickly acquire the knowledge. Ability to carry out enforcement procedures.

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### Essential Requirements

- Satisfactory completion of medical examination and fire fighter fitness test.
- Workplace Level 2 First Aid Certificate.

### Desirable Qualifications and Requirements

- Immunisation for Hepatitis A & B or the willingness to acquire prior to appointment.
- A current motor vehicle drivers' licence.
- Statement of competency (accreditation) in Chainsaw and Brush cutter use.
- Wilderness First Aid qualification.

### 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](http://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.

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### 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](http://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 may be required dependent on the individual's level of training. To meet remote working and fire management responsibilities, in line with agency standard policies and procedures, the Track Ranger will be required to complete an approved medical disclosure and contact information form and participate in a medical examination and fire fighter fitness assessment.

### Availability and Recall

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 Track Ranger must return to work for fire duties if requested when off duty.

### Special Employment Conditions

The duties will require the Track Ranger to:

- Work weekend and public holidays in accordance with a roster work pattern of 8 days on and 6 days off for the period of employment.
- Obtain and maintain a First Aid Certificate and perform first aid duties.

In accordance with the Parks and Wildlife Service Industrial Agreement 2009 the following salary loadings will be paid for the expected level of work as follows:

Work	Level	Salary Loading
Weekend days and public holidays	30 – 41 weekend days and public holidays	13.08%
First Aid	Workplace Level 2	1%
<b>TOTAL SALARY LOADING PAID :</b>		<b>14.08%</b>

The salary loading is the percentage of annual base salary paid. Work arrangements and salary loading may be changed in accordance with the Parks and Wildlife Service Industrial Agreement 2009.

Approved by:



Date: 23/03/16