

Statement of Duties

TITLE:	Track Worker
NUMBER:	TBA (or Current Number)
DIVISION:	Southern / Northern / North West Region
BRANCH:	Parks and Wildlife Service
LOCATION:	
AWARD AND CLASSIFICATION:	AWU (Tasmanian State Sector) Award 2009, Band 1
EMPLOYMENT STATUS:	Fixed Term / Full-Time / Part-Time / Casual (include hours per week where applicable eg 38 hours per week)
REPORTS TO:	Ranger (band 4), Ranger in Charge or Building Works Supervisor

POSITION OBJECTIVE:

Assist with the construction, maintenance, restoration, reconstruction and rehabilitation of tracks.

MAJOR DUTIES:

- Undertake allocated works associated with the construction, maintenance, restoration, reconstruction and rehabilitation of tracks and facilities in a variety of environments.
- Operate and maintain tools and equipment.
- Operate Departmental vehicles where appropriate.

RESPONSIBILITY, DECISION MAKING AND DIRECTION RECEIVED:

The Track Worker is responsible for:

- Maintaining and operating plant, tools and equipment in accordance with maintenance schedules, operating guidelines and safe working procedures.
- Communicating with visitors in a consistent and courteous manner.
- Working effectively with others and communicating in a way that contributes to maintaining good working relationships.
- Ensuring a safe working environment by complying with relevant occupational health and safety legislation and the requirements of the Department's Occupational Health and Safety Management System, policy, procedures and guidelines

Direction received:

- Clear and detailed instructions on techniques, methods, priorities and timeframes are provided and work is performed under close supervision. Work is routinely reviewed and checked for task completion.
- Initially choices are limited to following clear and specific instructions according to existing standards. As familiarity develops increasing judgement is expected in selecting the most appropriate means of completing the task while deviations, problems or unfamiliar situation not covered by instructions would be referred to the supervisor.

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA):
(in relation to the major duties)

1. Ability to camp and work in remote areas of Tasmanian in extreme environmental conditions for long periods. (25%)
2. Ability to work with others and maintain good working relationships. (25%)
3. Ability to undertake construction, maintenance, restoration, reconstruction and rehabilitation of tracks and associated facilities in a variety of environments. (25%)
4. Ability to safely operate and maintain machinery, plant and equipment typically associated with the management of walking track and natural and cultural resources. (25%)

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS:

Track Workers must be physically fit and able to work in rough and isolated terrain.

The work associated with this position is outdoors and often in remote locations which involves periods of rough camping. The work can be physically demanding requiring the carrying of backpacks with overnight camping equipment or track maintenance tools.

Prior to appointment the occupant of this position will be required to complete an approved medical disclosure and contact information form and pass an annual medical examination and fitness test used for fire fighters.

- A current St John's Workplace Level 2 First Aid Certificate or equivalent.

DESIRABLE QUALIFICATIONS AND REQUIREMENTS:

- A current motor vehicle driver's licence.
- Certificate of competency for chainsaw and brushcutter.

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.

More information:

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

The Parks and Wildlife Service www.parks.tas.gov.au

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.osscc.tas.gov.au

Location

Approved: _____

Date: ____/____/____

Secretary/Delegate

Department of Primary Industries, Parks, Water and Environment