

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 3 (include hours per week where applicable eg 38 hours per week)
EMPLOYMENT STATUS:	Fixed Term, Full-time /Part-Time
REPORTS TO:	Ranger (Band 4), Ranger in Charge or Building Works Supervisor

POSITION OBJECTIVE:

Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities.

MAJOR DUTIES:

- Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities in a variety of environments.
- Assist the supervisor with the planning of projects and preparation of cost estimates.
- On-the-job supervision of employees and volunteers engaged in minor construction, maintenance, project work, routine maintenance and operational tasks. Includes allocating tasks and explaining and/or demonstrating work methods to inexperienced employees and volunteers.
- Undertake risk assessments and identify and implement procedures and actions to ensure safe work places and public safety.
- Operate and maintain any tools and equipment including chainsaws, brush cutters, and powered wheelbarrows.
- Operate Departmental vehicles and vessels where appropriate, including planning and control of helicopter operations.
- Provide information and feedback to help develop and maintain practices to ensure safe work practices and public safety.
- Provide information, advice and assistance to visitors.
- Undertake first aid duties.

RESPONSIBILITY, DECISION MAKING AND DIRECTION RECEIVED:

The Track Worker is responsible for:

- Undertaking development, maintenance, operational and monitoring tasks in accordance with project plans, operational plans, maintenance schedules, and Departmental policy and procedures.
- Providing advice and support directly to employees and volunteers, assisting with on-the-job logistics and organising works and track work projects. Ensure that employees and inexperienced employees are suitably equipped, work safely and are aware of safe work practices.
- Ensuring plant and equipment is maintained and operated 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 occupational health and safety legislation and the requirements of the Department's Occupational Health and Safety Management System, policy, procedures and guidelines and for promoting the principles of managing diversity.

Direction Received:

The Track Worker will perform their duties under general instructions. Additional guidance is available from departmental policies and operational procedures. The supervisor will establish priorities for the track works program.. The Track Worker 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)**

1. Proven ability to work with others, provide supervision and direction to staff and maintain good working relationships. (20%)
2. Knowledge and experience in construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities in a variety of environments. (20%)
3. Proven ability to physically work and camp in exposed environmental conditions for long periods (20%)
4. Proven ability to safely operate and maintain machinery, plant and equipment typically associated with the management of walking tracks and natural and cultural resources. (10%)
5. Well developed organisational skills and good interpersonal, written and verbal communication skills and ability to communicate with a wide range of people. (10%)
6. A good knowledge of building regulations and standards as they apply to track work and associated facilities construction and maintenance. (10%)

7. A basic understanding of the principles of managing land for conservation and recreational use. (10%)

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.
- Certified competency in chainsaw and brush cutter use.

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.

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 unfair 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

Special Employment Conditions:

The duties may require the Track Worker to work weekends and public holidays in accordance with a roster work pattern of 10 days on and 4 days off for part/most of the year.

Location

Approved: _____ Date: ____/____/____

Secretary/Delegate
Department of Primary Industries, Parks, Water and Environment