

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 2
EMPLOYMENT STATUS:	Fixed Term / Full-Time / Part-Time / Casual (include hours per week where applicable eg 38 hours per week)
REPORTS TO:	Three Capes Track – Supervisor Helicopter Slings Operations, 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. Assist with helicopter operations.

MAJOR DUTIES:

Perform all or any of the following duties:

- Undertake the construction, maintenance, restoration, reconstruction and rehabilitation of walking tracks and associated facilities in a variety of environments.
- Operate and maintain any tools and equipment including chainsaws, brush cutters and powered wheelbarrows,
- Operate Departmental vehicles and vessels where appropriate. Assist with helicopter operations.
- Provide guidance and support to less experienced employees and volunteers.
- 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 according to project plans, 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.

Direction received:

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.

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. (20%)
3. Knowledge and expertise in construction, maintenance, restoration, reconstruction and rehabilitation of tracks and associated facilities in a variety of environments. (20%)
4. Ability to safely operate and maintain machinery, plant and equipment typically associated with the management of walking track and natural and cultural resources and to work around helicopters. (15%)
5. Basic knowledge of building regulations and standards as they apply to track work and associated facilities construction and maintenance. (15%)
6. A basic understanding of the principles of managing land for conservation and recreational use. (5%)

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.

For Track Workers undertaking helicopter operations only:

- a current St John's Workplace Level 2 First Aid Certificate or equivalent is required.

DESIRABLE QUALIFICATIONS AND REQUIREMENTS:

Certified competency in chainsaw and brush cutter use.

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.

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.ossc.tas.gov.au

Location

Approved: _____ Date: ____/____/____

Secretary/Delegate

Department of Primary Industries, Parks, Water and Environment