

## Department of Primary Industries, Parks, Water and Environment

### Field Officer Statement of Duties

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<b>Position number:</b>	708113
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 3
<b>Division/branch/section:</b>	Parks and Wildlife Service, Operations
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (min 0.8 FTE hours, by negotiation)
<b>Location:</b>	Southern Region
<b>Field Centre:</b>	The position is within the Southern Region, initially located at Maria Island/Triabunna Field Centre. (See special employment conditions for further information on other field centres within the Region)
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	38 hours (min 30.4 hours, by negotiation)
<b>Supervisor:</b>	Ranger in Charge

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#### Position Objective

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

#### Major Duties

- Planning and implementation of minor construction and maintenance of infrastructure, buildings and equipment. 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 vessels, plant and machinery.
- On-the-job control 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.
- 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.
- Undertake enforcement procedures dealing principally with minor offences involving the issue of verbal cautions and park infringement notices
- Plan and conduct information, interpretation and education programs. Assist with the implementation of community consultation and engagement programs.
- 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:

- Undertaking development, maintenance, operational and monitoring tasks in accordance with Field Centre operational plans, maintenance schedules, and Departmental policy and procedures.
- Maintenance and operation of 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.
- 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 that:

- general instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents;
- the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
- creativity and initiative is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

### **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 vessels, 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 workplace Level 2 First Aid Certificate.
- A full Coxswain or Coxswain Restricted Diesel Endorsement
- Certificate II in Conservation and Land Management or an equivalent qualification relevant to the nature of the work to be undertaken, as provided by either a vocational education organisation or a registered and accredited training provider.

## 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.

## **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.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

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).

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

## Statement of Duties: Field Officer

### Location

The position is within the Southern Region, initially located at Maria Island/Triabunna Field Centre.

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	42-52 weekend days and public holidays	17%
Overtime	20-49 hours	2.20%
First Aid	Workplace Level 2	1%
<b>TOTAL SALARY LOADING PAID:</b>		<b>20.20%</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.

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**Approved by:**



**Date:** 1 August 2019