

Fire Crew Supervisor

Statement of Duties

Position number:	707231
Award/Agreement:	AWU (Tasmanian State Sector) Award 2009
Classification level:	Band 4
Division/branch/section:	Parks and Wildlife Service, Landscape Programs, Fire Management
Full Time Equivalent (FTE):	1.0 FTE (min. of 0.8 FTE, by negotiation)
Location:	Position is located state-wide, initially located at Ulverstone
Employment status:	Permanent
Ordinary hours per week:	38 hours (min. 30.40 hours, by negotiation)
Supervisor:	Fire Crew Manager

Position Objective

Lead, direct and supervise a team of fire fighters in fire management related tasks, including prescribed burning, clearing of vegetation, maintenance of fire trails, firebreaks and waterholes. Supervise maintenance of firefighting and other equipment used in these tasks. Assist in other regional operations when not required for fire management tasks.

Major Duties

- Day to day management of fire crews including coordination of works programs and performance management.
- Lead, direct and supervise teams of firefighters involved in firefighting operations.
- Plan, resource and supervise prescribed burning to support regional programs.
- Supervise and assist with other fire management tasks including the clearing of vegetation, tree felling and maintenance of fire management infrastructure and assets.
- Participate in firefighting and prescribed burning as a crew member and mentor other staff.
- Ensure staff safely operate and perform maintenance on chainsaws, brush cutters, pumps and other small powered equipment.
- Drive vehicles not exceeding 15 tonnes GVM (Medium Rigid), 24 tonnes GCM if required.
- Instruct, demonstrate and guide less experienced fire fighters in practical operations and provide instruction at training courses.

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- Assist staff with reviewing and implementing Workplace Health and Safety procedures, including reviewing and writing of Job Risk Analyses, Activity Risk Analysis and Safe Operating Procedures.
- Supervise and assist in other operations within the regions when not required for fire related duties, such as; track work, weed control, site clearing, rubbish collection and removal, fencing and erecting signs.
- Ensure Workplace Hazard Registers are updated and reviewed for the workplace and workplace inspections are undertaken and recorded biannually.
- Undertake and supervise allocated tasks within the works program and areas of responsibility at the workplace and in the Parks and Wildlife Service regions.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- providing leadership, direction and advice to teams of firefighters to level of competency;
- planning prescribed burns, including field assessment, burn plans and coordination of preparation works. Supervising of prescribed burning to level of competency with preference to act as Incident Controller;
- supervising fire crews engaged in other fire management duties or regional works, within the limits of appropriate training, knowledge and experience;
- providing leadership, supervision and direction as a supportive member of the team;
- participating in induction and training programs.
- 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 occupant will work under limited supervision from the Fire Crew Manager.

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

- Knowledge and experience in managing bushfire response and conducting prescribed burning and the procedures to be followed.
- Demonstrated ability to lead, supervise and mentor employees. Support continual change and adaptation to meet demands and to ensure best practice fire response.
- Demonstrated ability to live and work as part of a team often in stressful situations, along with well developed inter-personal, oral and written communication skills.
- Good knowledge and understanding of the principles of managing land for the conservation of natural and cultural values and tourism and recreational opportunities.
- Knowledge and experience in the safe use and maintenance of contemporary firefighting, communication and safety equipment.
- Demonstrated knowledge and commitment to safe work practices relevant to firefighting operations. Train and mentor staff to ensure staff follow Safe Operating Procedures and departmental policy.

Essential Requirements

- Successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less).
- Minimum of 2000 hours fire-fighting experience or 6 seasons in fire crew (or equivalent).
- Complete requirements for Certificate IV - Public Safety (fire-fighting supervision) or equivalent.
- Medium Rigid drivers licence.
- Remote Area First Aid.

Desirable Qualifications and Requirements

- Tree Faller (Advanced or Intermediate)
- Minimum of two seasons mentoring inexperienced fire-fighters
- Level 2 Operations Officer or equivalent.

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.

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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.

The **Parks & Wildlife Service Division** acts as both Tasmania's biggest land manager and one of the most significant tourism operators, contributing significant to the state's brand and capacity to deliver experiences. The PWS 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 **Landscape Programs Branch** is to implement policy and strategy to manage Tasmania's parks and reserves system, through the provision of 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.

The **Landscape Programs Branch** includes the following sections:

- **Fire Management Section**

Responsible for the oversight of strategic planning, risk reduction and evaluation activities related to fire management, within the parks and reserve estate across Tasmania. Coordinates the Divisional response to emergency situations such as bushfire within parks and reserves and prepares the resourcing of interoperability arrangements across Government.

- **Planning and Evaluation Section**

Responsible for the development and implementation of state-wide planning and statutory management frameworks, recreational zone plans, master planning and the monitoring of these systems.

- **Legislation, Policy and Compliance Section**

Responsible for ensuring that the PWS operates within the boundaries of the legislative framework that governs our business and has comprehensive policies and procedures in place to ensure transparency and accountability in our decision-making. This section ensures that our operations continue at all times, to align to the legislative framework through an auditing program and by ensuring that we continually meet our compliance requirements.

- **Aboriginal Partnerships**

Responsible for ensuring that Aboriginal cultural awareness and sensitivities are considered in our management of reserves and respective strategies and policies and that the Tasmanian Aboriginal community have the opportunity to work with the PWS to participate in land management in order to continue their connection to country and the Tasmanian landscape.

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- **Environmental Assessment**

Responsible for the provision of high level input and authoritative advice into the Reserve Activity Assessment (RAA) process and the State Government's Expression of Interest (EOI) program aimed at encouraging recreational and commercial development opportunities within the State's parks and reserves.

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

Special Employment Conditions:

The Fire Crew Supervisor is a member of the Fire Crew and operates state-wide providing operational support to all region centres of the Parks and Wildlife Service. The following list provides an indication of the variety of aspects that a Fire Crew Supervisor may experience in the course of his/her duties:

- The discharge of the duties of this role will require a significant amount of travel, often at short notice, anywhere within Tasmania.
- May be required to stay in departmental or commercial accommodation (organised by the employer) and to work anywhere within the State.
- Assist in interstate or international emergency deployments when required.
- May be required to live away from home for extended periods, when firefighting and undertaking planned burns (no exception to this travelling requirement is possible).
- Basic, shared self-catering accommodation will be provided wherever possible.
- Work may be in isolated locations and/or in inclement weather.
- May be required to camp, sometimes in rough locations, away from base, in isolated areas for periods of up to 10 days, often carrying supplies.
- Work involves office and outdoors field work.
- May be required to travel in light aircraft, helicopter and sea craft.

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Medical examination

To meet remote working and fire management responsibilities, in line with agency standard policies and procedures, the Fire Crew Supervisor will be required to complete an approved medical disclosure and contact information form. The Fire Crew Supervisor will also be required to participate in an annual medical examination and fire-fighter fitness assessment.

Availability and Recall

The Fire Crew Supervisor will be subject to fire duties availability, which imposes some restrictions on movement and the taking of recreation leave and days off in the fire season.

Firefighting and prescribed burning may involve work outside normal working hours. The Fire Crew Supervisor must return to work for fire duties if requested when off duty.

Approved by:



Date: 20 May 2021