

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Mitigation Crew Leader
Position Number	004334, 004335, 004336, 004337, 004342
Business Unit	Bushfire Risk Unit
Branch / Section	Community Fire Safety
Location	South, North and North West
Immediate Supervisor	Mitigation Coordinator
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full time
Classification	Band 3

Focus:

Undertake a range of fuel reduction activities for the purpose of bushfire risk mitigation, supervise mitigation crew, assist in planning and implementation of works programs and maintenance of equipment.

Primary Duties:

- Undertake day to day supervision of mitigation crew activities, while working under the direction of the Mitigation Officer.
 - Mentor and develop less experienced members through the provision of training, guidance and imparting knowledge.
 - Undertake fuel reduction treatments, including fuel reduction burning and mechanical works, and other tasks to support bushfire risk mitigation.
 - Work proactively as a member of a team and effectively communicate with volunteers, contractors and stakeholders to support collaborative bushfire risk mitigation activities.
 - Assist with planning of mitigation works programs, including burn planning, on-site activities and participation in landowner and community discussions.
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- Assist in the collection and collation of relevant data, including undertaking field assessments and monitoring.
- Safely operate vehicles and equipment and perform maintenance on plant and equipment, including chainsaws, brush cutters, pumps and other small powered equipment.
- Work with other integrated programs to assist private landowners in reducing their fuel and bushfire risk.
- Actively contribute to emergency response as required.
- Participate in a proactive approach to continuous improvement and work health and safety, including ensuring safe systems of work and participating in lessons management activities.
- Perform any other assigned duties at level that are within the employee's competence and training.

Scope of Work:

Responsible for the day to day supervision of mitigation crew and ensuring fuel reduction activities are undertaken to achieve business unit outcomes according to safe working practices and organisational procedures. The incumbent is responsible for achieving the position focus and duties in a manner consistent with the TFS values of service, professionalism, integrity and consideration.

Statewide travel will be required at times.

Direction and Supervision:

The Mitigation Crew Leader is under the direct day-to-day supervision of the Mitigation Officer with overall management provided by the Mitigation Coordinator.

During fuel reduction activities, direction will be provided through incident management structures.

Routine operations will be performed without the presence of a supervisor.

Selection Criteria:

1. Knowledge of and/or experience in a range of bushfire risk mitigation activities including fuel reduction burning and mechanical fuel mitigation works, including the use of fire-fighting equipment.
2. An ability to provide supervision and direction to staff, work as part of a team and maintain good working relationships, often in a demanding working environment.

3. Demonstrated communication skills required to engage with staff, landowners and contractors to undertake works and assist in building knowledge and achieving bushfire risk mitigation outcomes.
4. Demonstrated experience in undertaking physical activities, with a level of fitness appropriate to the activities needed to be performed in the role.
5. Basic administrative skills such as record keeping, data collection and basic computer usage.
6. Capacity to maintain a safe workplace that is free from harassment and discrimination and values the diversity of the people involved in the workplace.
7. Experience and understanding of safe work practices in the context of fuel reduction burning and mechanical works, including safe operation and maintenance of small machinery and other specialist equipment.

Qualifications and Experience:

Desirable:

- Certificate II or Certificate III in Public Safety (Firefighting Operations)
- Chainsaw operator with evidence of recent experience
- First Aid Certificate
- Current Full C Driver's Licence
- Medium Rigid Driver's Licence

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces, and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values, and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based; however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

C MORRIS

A/MANAGER, EMPLOYMENT AND ADVISORY SERVICES
BUSINESS AND EXECUTIVE SERVICES

