

Position Description - Ranger

1	Title	Ranger
2	Level	From Level 8 (Dependant on Experience)
3	Directorate	Community Services
	Department	Governance
	Section	Ranger and Emergency Services
4	Position Objective	
4.1	To carry out the day to day activities of the Ranger Services to provide an effective and efficient service delivery to the community, residents and visitors of the Shire of Merredin in the areas of animals, fire prevention and control, litter control, parking control, general inspection, security and any other duties as directed.	
5	Requirements of the Position	
5.1	<u>Skills</u> <ul style="list-style-type: none"> • Sound interpersonal, public relations and customer service skills, with the ability to work in and promote a team environment. • Ability to interpret, enforce and administer relevant Acts, regulations and Local Laws. • Good consultation, negotiation and mediation skills. • Good written and verbal communication skills. • Good time management skills with the ability to work in both a team environment and autonomously as required. • Accurate research and reporting skills. • Sound office administration skills. • Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications. 	
5.2	<u>Knowledge</u> <ul style="list-style-type: none"> • Sound knowledge of core procedures in relation to Ranger Service activities. • Good knowledge of relevant statutes and local laws together with the application, investigation and prosecution of such. • Appropriate knowledge of court procedures in relation to Ranger Service activities. • Sound working knowledge of administrative procedures. • Good knowledge of relevant Local Government practices and procedures. 	
5.3	<u>Experience</u> <ul style="list-style-type: none"> • Experience as a Local Government Ranger or experience in a similar profession. • Demonstrated experience in the interpretation and enforcement of Local Laws, Regulations, Acts and legislation applicable to the role. • Experience as a Bush Fire Control Officer including demonstrated practical experience in 	

	<p>fire safety in semi-rural localities.</p> <ul style="list-style-type: none"> • Relevant experience in fire control and firearms use. • Sound animal handling ability. • Experience in emergency management and firefighting procedures are desirable.
5.4	<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> • Qualifications in (or progress towards) Certificate IV in Local Government (Regulatory Services). • Fire Control Officer Qualifications. • Possession of a current unrestricted “C” class driver’s licence. • Hold a current “Provide First Aid” Certificate. • Provision of a current National Police Clearance not more than three months old.
6	<p>Key Duties/Responsibilities</p>
6.1	<p><u>General</u></p> <ul style="list-style-type: none"> • Actively enforce the provisions of the Shire Local Laws and the various Acts and other legislation enforced in the district and provide a proactive daily patrol service. • Meet the guidelines and service delivery levels detailed in the Customer Service Charter. • Promote and maintain a very strong customer service focus, and provide clear concise information to internal staff, other organisations and the community on matters relating to the Ranger Service. • Undertake general administration duties as required, including assisting with correspondence and the preparation of reports relevant to the Ranger Service. • Assist with the ongoing development of internal operating procedures relevant to the Ranger Services. • Ensure all Ranger Service records are effectively maintained and updated. • Ensure Council policies requirements are followed. • Undertake and assist with the presentation of community education programs. • Prepare briefs and associated documents and represent the Shire in Court where necessary. • Maintain positive and supportive communications with all internal and external agencies. • Represent Council at meetings, as necessary. • Be ready, willing and able to be on call as per roster requirements for after-hours emergency situations as determined by senior management, and respond to after-hours situations as directed. • Inspect properties with regard to fire breaks and fire control and arrange relevant contractors as necessary. • Undertake deliveries of other Shire Information, as required. • Meet the identified key performance indicators of the position. • Undertakes other duties as assigned.
6.2	<p><u>Organisational</u></p> <ul style="list-style-type: none"> • Embrace and participate in change to better achieve the organisations goals and objectives. • Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined. • The ability to maintain strict confidentiality is an essential requirement of all employees of

	<p>Council.</p> <ul style="list-style-type: none"> Actively participate in the ongoing development, compliance and promotion of professional customer service standards. Actively embrace and display Shire of Merredin values. Identify, assess and report strategic, operational and project risks. Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings. Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant within the scope of the position or department. Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety & Health, Equal Employment Opportunity legislation and Council's Policies and Procedures. 		
6.3	<p><u>Occupational Safety and Health</u></p> <ul style="list-style-type: none"> Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times. Report all accidents, incidents and hazards. Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant. Eliminate and control hazards in the workplace using the hierarchy of controls. Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the OS&H Act 1984 and OS&H Regulations 1996. 		
7	Organisational Relationships		
7.1	<p><u>Responsible to</u></p> <ul style="list-style-type: none"> Deputy CEO 		
7.2	<table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Internal Liaison</u></p> <ul style="list-style-type: none"> Shire staff as per organisational chart. </td> <td style="vertical-align: top;"> <p><u>External Liaison</u></p> <ul style="list-style-type: none"> Relevant State and Local Government departments, Law, Order and Emergency Service agencies, Other Local Authorities, Community Groups and Volunteers; and, Ratepayers and General Public. </td> </tr> </table>	<p><u>Internal Liaison</u></p> <ul style="list-style-type: none"> Shire staff as per organisational chart. 	<p><u>External Liaison</u></p> <ul style="list-style-type: none"> Relevant State and Local Government departments, Law, Order and Emergency Service agencies, Other Local Authorities, Community Groups and Volunteers; and, Ratepayers and General Public.
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8	Extent of Authority		
8.1	<ul style="list-style-type: none"> This position operates under the daily direction of the Deputy CEO in accordance with clearly defined operating procedures/guidelines, shire policy and as per authority granted for the enforcement of Statutory Acts and Shire Local Laws. 		
9.0	Selection Criteria		
9.1	<p><u>Essential</u></p> <ul style="list-style-type: none"> Qualifications in (or progress towards) Certificate IV in Local Government (Regulatory Services). Experience as a Local Government Ranger or experience in a similar profession. 		

- Sound knowledge of core procedures in relation to Ranger Service activities.
- Good knowledge of relevant statutes and local laws together with the application, investigation and prosecution of such.
- Appropriate knowledge of court procedures in relation to Ranger Service activities.
- Good consultation, negotiation and mediation skills.
- Good written and verbal communication skills.
- Possession of a current unrestricted "C" class driver's licence.
- Hold a current "Provide First Aid" Certificate.
- Provision of a current National Police Clearance not more than three months old.
- Sound office administration skills.
- Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications.
- Good knowledge of relevant Local Government practices and procedures.

POSITION DESCRIPTION REVIEW and INCUMBENT/SUPERVISOR AGREEMENT

PD REVIEWED and UPDATED (Date):

19 December 2019

REVIEWED BY:

Kellie Bartley (ACEO)
Charlie Brown (EMCS)

INCUMBENT NAME / SIGNATURE:

SUPERVISOR / SIGNATURE:

DATE:

DATE:

PD ORIGINALS ARE UPDATED and MAINTAINED BY HUMAN RESOURCES