



## **Ranger / General Hand**

# **Employment Information & Application Pack**

January 2025

# 1.

## POSITION ADVERTISEMENT

---



### Ranger / General Hand

- **Full-time permanent position (76 hours per fortnight) Part time employment will be considered**
- **9 day fortnight, if taken up full-time**
- **Gross Salary range: \$70,000 to \$78,000 per annum dependent upon skills and experience**
- **Ability to negotiate Annual Leave entitlements (beyond 4 weeks per annum)**
- **11.5% guaranteed superannuation plus up to an additional 5% matching employer contribution**

Are you ready to take on a dynamic and rewarding role in the beautiful Shire of Nannup? We're offering a unique, hybrid position where you'll contribute to our vibrant community through efficient and effective Ranger services while providing valuable support to the Parks and Gardens and Civil Works teams. At the Shire of Nannup, we value flexibility and are open to full-time or part-time arrangements to ensure we find the perfect fit for our team in this unique role.

It is envisaged that this diverse role will be split evenly, with 50% dedicated to Ranger services and 50% focused on supporting parks, gardens, and civil capital works.

If you have experience in Ranger services, we'd love to hear from you - passion and the right skill set are what matter most.

#### Key Responsibilities

You will be responsible for:

- Conducting annual fire break inspections for compliance.
- Constructively educate the Community on bushfire awareness, preparedness, prevention and compliance readiness.
- Patrolling, attend incidents, and investigate complaints.
- Issuing warnings and infringement notices as needed.
- Implementing traffic management.
- Maintaining plant and equipment.
- Performing gardening duties (mowing, weeding, pruning, planting).
- Operating power tools for road and drainage maintenance.

#### About you

You have:

- Experience as a local government Ranger or other regulatory service.
- Excellent team-work and communication skills.
- Ability to work in a fast paced and demanding environment.

- Commitment to safe work practices.
- Basic Worksite Traffic Management experience.

To be considered for this position, applicants must include in their application a resume and a statement outlining their suitability for the position by addressing the essential role requirements.

Applicants must be able to provide a National Police Clearance no more than six months old, be able to pass a pre-employment medical and a current Western Australia C class driver's licence.

**Why Join Us:**

- Be part of a dynamic team working towards a sustainable future for the Shire of Nannup.
- Enjoy a supportive work environment with opportunities for professional growth and development.
- Contribute to meaningful projects that make a positive impact on the community and environment.
- Flexible working arrangement options available to support a range of lifestyles.
- Up to 16.5% employer superannuation contributions.
- Novated lease options available.
- Salary sacrificing.
- Training and development opportunities.

If you're looking for a role where you can make a real impact while enjoying a balance of responsibilities in a supportive and picturesque setting, this is your chance.

**How to Apply:**

Interested applicants can access the employment information and application package on the Shire's website, [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au), or by contacting the Shire at (08) 9756 1018.

To apply, please submit your resume and a covering letter outlining your qualifications and experience relevant to [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au), via post, PO Box 11 Nannup 6275 or in person at the Shire Administration building 15 Adam St, Nannup WA 6275. Go to our website to see our recruitment process and guidelines.

Enquiries: Mr Kim Dolzadelli, Executive Manager Corporate Services on 9756 1018 or email [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au).

Closing date: Applications for this position will be received up until the role is filled. Applications for this position will be assessed in the first instance on Friday 14<sup>th</sup> February 2025 and Interviews planned to be conducted from the 16<sup>th</sup> February, 2025.



David Taylor  
Chief Executive Officer

## 2.

## POSITION DESCRIPTION

---

<b>Position Title:</b>	Ranger / General Hand	<b>Reports to:</b>	Executive Corporate Services
<b>Department:</b>	Corporate Services	<b>Responsible for:</b>	Nil
<b>Classification:</b>	Local Government Officers Award	<b>Level: 7</b>	

---

### ROLE SUMMARY – FULL TIME/PART TIME OPTION

The Ranger/ General Hand position is a hybrid role where the officer is responsible for providing efficient and effective ranger services, maintenance support for parks and gardens, and assistance in the civil capital works program of the Shire. This role is diverse and involves a combination of compliance enforcement, community education, and hands on operations.

It is envisaged that this diverse role will be split evenly, with 50% dedicated to Ranger services and 50% focused on supporting parks, gardens, and civil capital works.

- Full-time permanent position (76 hours per fortnight)/ Part time employment will be considered.
  - 9 day fortnight
  - Gross Salary range: \$70,000 to \$78,000 (Full Time) PA dependent upon skills and experience
  - Ability to negotiate Annual Leave entitlements (beyond 4 weeks PA)
  - 11.5% guaranteed superannuation plus up to an additional 5% matching employer contribution
- 

### RESPONSIBILITIES

#### Bush Fire Control

- Conduct annual fire break inspections to educate and enforce landowner compliance with the annual Firebreak and Fuel Hazard Reduction Notice and Bushfires Act.
- Proactively prepare the Annual Fire Break and Fuel Hazard Reduction Notice in consultation with Bushfire Advisory Committee (BFAC).
- Active and constructively work with the Community Emergency Services Manager (CESM) to educate the community on bushfire awareness, preparedness, prevention and compliance readiness.

#### Statutory Compliance and Enforcement

- Ensure compliance with the Dog Act 1976, Cat Act 2011, Control of Off-Road Vehicles Act 1978, Litter Act 1979, Caravan and Camping Grounds Act 1995, Bush Fire Act 1994, and Local Government Act (where applicable) stock control and the Shire's

Local Laws are enforced in a consistent, fair and objective manner and in the best interest of our community and visitors to the Shire.

- Where appropriate, issue warning and infringement notices and follow up compliance as required.

#### Ranger Operational

- Conduct patrols, attend incidents and investigate complaints with regards to various Acts, Local Laws and Council policies.
- Ensure the relevant Acts, Council policies, and procedures are uniformly implemented.
- Represent the role at meetings relevant to Ranger Services.
- Prepare and maintain procedures pertaining to all aspects of the role.

#### Works General Hand

- Assist in maintaining a clean and safe depot precinct.
- General gardening duties including mowing, weeding, pruning and planting.
- Operation of petrol and electric power hand tools and equipment associated with road and drainage maintenance.
- To assist with the construction, repair and maintenance of roads, drainage, footpaths and other associated civil tasks.
- Implement traffic management under the direction of the Works Supervisor.
- Required to carry out routine maintenance on plant and equipment.
- Work proactively within the organisation to promote, support and adhere to WHS and risk management culture and associated policies and procedures.
- Participate in after-hours callouts to assist the team in achieving the shires service requirements.

---

## **EXPERIENCE, CAPABILITIES & QUALIFICATIONS REQUIRED TO FULFILL THE ROLE**

### **Essential role requirements**

- Experience as a local government Ranger or other regulatory service.
- Current C Class or above Western Australian Drivers Licence.
- Excellent team-work and communication skills.
- Ability to work in a fast paced and demanding environment.
- Commitment to safe work practices.
- Ability to pass pre-employment medical, and drug and alcohol screen.

### **Desirable role requirements**

- Qualification in Regulatory Officer Compliance Skills (ROCS)
- Construction Safety Awareness Certificate (White Card)

- Knowledge of the local area.
- Basic Worksite Traffic Management and Traffic Controller Certificate.
- Senior First Aid Certificate.

### **Delegation of Authority**

- Work with limited supervision.
- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe in line with the Shire of Nannup's policies and procedures.
- Contribute to interpretations where no clear established procedures.
- Assistance readily available when problems arise.

### **Organisational Relationship**

Reporting to: Executive Manager Corporate Services

Supervision of: Nil

Internal and External Liaison:

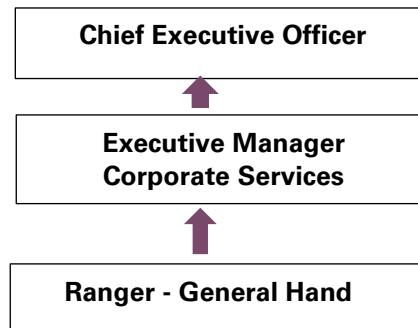
#### Internal:

- Chief Executive Officer
- Executive Manager Corporate Services
- Other employees

#### External:

- General Public
- Contractors

### **Organisational Chart**



### **Core Competencies**

All Shire employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually and the first assessment being at 3 months of employment.

In carrying out their duties employees must at all times:

- Demonstrate an appropriate knowledge of the Shire's purpose, structure, values and services with particular emphasis on one's own area of employment.
- Display a customer focused attitude when dealing with both internal and external customers.
- Prioritise and respond to tasks within agreed timeframes.
- Capture and maintain records.

- Communicate in a clear and concise manner when dealing with customers and fellow employees.
- Deliver a high quality service and seek ways to improve work processes.
- Cooperate with other employees, actively seeking to share the workload and assist in enhancing team morale.
- Demonstrate a commitment to the Shire as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.
- Show respect to other employees including those with disabilities, and actively discourage all forms of discrimination, harassment and bullying.
- Demonstrate an understanding of the Shire's Work Health and Safety (WHS) policies and procedures and conform to all WHS requirements of the job.
- Comply with the Shire's Risk Management Policy Procedures, and actively participate in the risk management, organisational performance review and evaluation programs as well as applying risk management principles to all tasks, functions and services.
- Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

### **Risk Management and Work Health and Safety Responsibilities**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for operational and safety risk identification, risk assessment and risk controls.
- Active participation in activities associated with the management of workplace health and safety.
- Not willfully interfering with or misusing items or facilities provided in the interests of safety and health of Shire employees.
- In accordance with Shire procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.
- Cooperating with the employer in the carrying out of their obligations.
- Complying with the Shire Injury Management Program.

The Shire of Nannup's philosophy is to develop a multi skilled Organisation- capable of having all staff members working together as a team.

### **Continuous Learning**

All Shire employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

### **Conduct**

At all times employees should act in a manner that enhances community confidence in the Shire. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of the Shire. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.