



<b>Position Title:</b>	<b>RANGER</b>
<b>Position no.</b>	20220017
<b>Department:</b>	Planning and Environmental Services
<b>Main purpose of the role:</b>	<p>Undertake enforcement of relevant legislation, Codes and Policies appropriate to Council's regulatory function.</p> <p>Be responsible for effective animal control functions to ensure compliance with any statutory and safety requirements.</p> <p>Assist in implementing the objectives, actions and strategies of Council's Management Plan relative to the Environmental Services Department.</p>
<b>Reports to:</b>	Director Planning and Environmental Services
<b>Organisational Relationships:</b>	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">General Manager</div> <div style="width: 1px; height: 10px; background-color: black; margin: 2px auto;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">Director Planning and Environmental Services</div> <div style="width: 1px; height: 10px; background-color: black; margin: 2px auto;"></div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;"><b>Ranger</b></div> </div>
<b>Staff reporting to this position:</b>	Nil
<b>Term of Employment</b>	Full Time
<b>Hours of work:</b>	38 hours per week Monday to Friday based on a 9 day working fortnight.
<b>Salary Grade:</b>	10
<b>Disclosure of Interest:</b> Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i> )	No

## KEY RESPONSIBILITIES AND DUTIES

- Undertake enforcement of relevant legislation, Codes and Policies appropriate to Council's regulatory function.
- Be responsible for effective animal control functions to ensure compliance with any statutory and safety requirements.
- Assist in implementing the objectives, actions and strategies of Council's Management Plans.
- To provide high quality Ranger services to the Blayney Shire Council local government area, whilst promoting and maintaining a positive public image for Council.
- Ensure that all relevant statutory requirements are met and that Council's interests and integrity are protected.
- Investigate complaints in relation to rubbish dumping issue Penalty Infringement Notices as required.

- Act as Impounding Officer and perform other duties in relation to Council being an Impounding Authority in accordance with the provisions of the *Impounding Act, 1993* and associated regulations and maintain records in relation to same.
- Coordinate the removal and release of animals and other items impounded as required.
- Coordinate Council's dog registration programs and promote Council's responsible dog ownership programme
- Investigate complaints, seize dogs and issue notices and Penalty Infringement Notices as required.
- Ensure animals in Councils custody are treated humanely; ensuring optimal animal welfare.
- Ensure that Council's pound is kept clean and maintained to satisfactory standards.
- Provide content for, and ensure currency of, the dog ownership section on Council's web page.
- Investigate complaints of over grown land and report accordingly.
- Monitor parks and reserves for unauthorised activities and take appropriate action as required.
- Administer Council's cemetery functions and ensure cemetery records are accurate and kept up to date and assist with the management and maintenance of cemeteries within the Shire.
- Maintain and keep in good order any Council equipment used by the position holder.
- Liaise with the public and Council staff on matters relating to the position of Ranger in a cooperative, positive and productive manner.
- Act as Council's on call officer for duties relating to the position of Ranger.
- Hold and maintain a current firearms licence.
- Undertake training as required.
- Comply with Council's Work Health and Safety (WHS) processes and actively participate in WHS consultation and training.
- Actively contribute to ensuring that a safe work environment and safe systems of work are in place and participate in the development and implementation of Councils WHS policies, procedures and guidelines, and other documentation.
- Obtain and/or maintain currency of first aid qualifications as required.
- Perform other duties as required.

## SELECTION CRITERIA

- Certificate IV Local Government (Regulatory Services), and / or equivalent job related experience
- Experience in ranger/animal control duties, policing or similar regulatory position.
- Demonstrated experience in dog, cat and livestock control.
- Ability and capacity to work on call, including weekends, and after hours (both routine and emergency call outs).
- High level of computer literacy.
- High customer focus and demonstrated verbal communication skills
- Ability to deliver communication, education and awareness of Councils regulatory framework to the community.
- Demonstrated problem solving, communication and conflict resolution skills.
- Current firearms licence.
- Understanding of the operation of animal pounds.
- Demonstrated experience in conducting investigations.
- Demonstrated interview and negotiation skills.
- Demonstrated ability to interpret and apply legislation.
- Working knowledge of *Local Government Act, 1993; Companion Animals Act, 1998; Roads Transportation Act, 2013; Roads Act, 1993; Impounding Act, 1993; Cemeteries and Crematoria Act, 2013*; and associated regulations.
- Class Australian Drivers Licence.