

# POSITION SUMMARY

## RANGER (541 & 638)

<b>Directorate</b>	Environmental, Planning and Building Services
<b>Section</b>	Environment
<b>Classification</b>	Band 3, Level 1, Grade 6
<b>Position Status</b>	Permanent full time
<b>Commencing Salary Range</b>	\$1,279.00 - \$1,343.74 per week
<b>Reports to</b>	Compliance Coordinator
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Lee Street / Bathurst Animal Rehoming Centre

### Position Purpose

To enforce Council's legislative and policy responsibilities, particularly in relation to companion animals, impounding, parking enforcement and other regulatory responsibilities in order to provide improved amenity and safety for the community.

### Key Responsibilities

The Ranger role involves the following duties and responsibilities as a minimum:

1. Enforce animal control measures relating to companion animals and livestock including:
  - Respond to customer requests for animal control issues
  - Control straying, dangerous and attacking dogs, including impounding
  - Control nuisance cats
  - Follow up microchipping and registration of companion animals (for animals not impounded)
  - Liaise with all relevant stakeholders to ensure a timely resolution of customer requests
  - Provide recommendations to supervisory staff on the application of regulatory tools
2. Undertake parking enforcement duties including:
  - issuing of Penalty Infringement Notices for all observed offences
  - monitoring of on-street parking restrictions using Licence Plate Recognition
  - monitoring of off-street parking restrictions in accordance with the SOP

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- patrols in school zones and other high priority areas
3. Investigate customer requests relating to unattended property, abandoned vehicles and other activities without consent on public land or in public places. Collect and maintain thorough and accurate investigation records to support any regulatory action and corporate record requirements.
  4. Maintain a current knowledge of the legislative framework and Council policy. Actively monitor for compliance with water restrictions, illegal dumping, unhealthy and overgrown land. Provide an initial Council response to other regulatory matters when required. Undertake water meter reading in a timely and accurate manner.
  5. Deliver a high-quality regulatory service by:
    - behaving in a professional, courteous, and respectful manner at all times
    - participate and contribute to an effective and productive team
    - building and maintaining good working relationships with internal and external stakeholders
    - maintaining confidentiality and demonstrating integrity

## Selection Criteria

### **Essential**

- Certificate IV in Local Government (Regulatory Services) or a minimum of 5 years demonstrated experience in a regulatory role
- Demonstrated capacity to handle companion animals and livestock
- Ability and experience in carrying out investigations and collecting evidence from a variety of sources to use in determining a suitable course of action
- Organised and able to manage competing deadlines and complete forms, records, and other written documents to the required corporate standard
- Solid working knowledge of relevant legislation including the Companion Animals Act 1998, Impounding Act 1993, Australian Road Rules 2014, and associated regulations.
- Well-developed interpersonal skills, including demonstrated conflict resolution, consultation, negotiation, and customer service skills.
- Basic to Intermediate user of MS Word, Outlook, and internet.
- Demonstrated ability to attend after hours callouts in a timely manner and participate in an on-call roster which includes weekend work.
- Class C Driver's Licence.

### **Desirable**

- Experience in the preparation of briefs of evidence and attending Court as a witness
- Basic to intermediate user of iAuditor and Intramaps
- Training and experience in the application of traffic control plans
- Training and knowledge in the Self Enforcement Infringement Notice Scheme (SEINS)
- To be fully vaccinated against COVID-19 on commencement

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### **Expected Organisational Standards**

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

### **Employment Conditions**

- 38 hour week with RDO every third week
- Rotating On-Call roster for after hours and weekends
- Hours of work are 8:00am to 4:39pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10% paid by Council
- Medical (including drug and alcohol screening) and audio assessment, and National Police check required as part of selection process

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