

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Ranger		
Position Number:	164		
Directorate:	Planning and Environment	Unit:	Ranger Services
Salary Grade:	11	Standard Position Hours:	38 Hours
Position Reports to:	Senior Ranger		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	6 June 2012	Date Last Reviewed:	9 January 2014
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support
- Strategic Land Use Planning
- Integrated Planning & Reporting
- Natural Environment Planning

The Health and Building unit is primary responsible for the compliance and education of Council's Health, Environment, Building and Ranger functions within the community.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to;

- Ensure the implementation of various Acts, Regulations, Codes and Policies as they apply to animal control, traffic (including parking), environment and public place issues.
- Assist with the development and implementation of education programs for schools, residents and community groups.

KEY ACCOUNTABILITIES

1. Enforce the provisions of the Local Government Act 1993 and Regulations, the Roads Act 1993 and Regulations, Companion Animals Act 1998 and Regulations, Rural Fires Act 1997 and Regulations, Impounding Act 1993 and Regulations, Protection of the Environment Operations Act 1997 and Regulations, and Council policies including;
 - Investigating and taking appropriate action in relation to complaints.
 - Ensure complaints are handled in a timely manner, using the correct protocol and maintaining confidentiality where appropriate.
 - Issuing penalty infringement notices.
 - Instigate legal action where required in accordance with Delegations issued to the position.
 - Minimise adverse environmental effects (water pollution, noise pollution, air pollution, littering and land pollution) within the Local Government Area.
 - Serve legal documents on behalf of Council and Serve orders and notices under Acts administered by Council.
 - Enforcing Roads and Traffic Regulations relating to on-street parking, footpath obstruction, heavy vehicles on local and main roads and disabled parking in privately owned car parks.
 - Enforcing legislative requirements in relation to abandoned articles, abandoned vehicles, unauthorised signs on Council roads/property, obstructions/encroachments on Council property and overgrown vegetation.
2. Prepare and present evidence on Council's behalf to the Local Court, Land and Environment Court or other Courts as required.
3. Ensure accurate and decisive professional service is provided to the community, ensuring confidentiality is maintained and matters are dealt with in a timely manner.
4. Assist the Ranger Team Leader and Senior Ranger as required and train staff in the performance of Ranger duties.
5. Prepare correspondence, reports, notices and orders under relevant legislation.
6. Ensure complaints are handled in a timely manner, using the correct protocol and maintaining confidentiality where appropriate
7. Ensure accurate and decisive professional advice is provided to all internal and external customers in relation to all duties and responsibilities within the Ranger Team.
8. Develop, implement and conduct community education programs on matters relevant to Ranger activities.
9. Maintain and operate Councils animal seizure equipment, undertake animal control patrols and seizures to ensure compliance with statutory requirements and the safety of the community.
10. Participate in the preparation of risk assessments and work method statements relating to specific activities.
11. Promote a climate of trust, respect, loyalty and teamwork within the Ranger Team.
12. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Completion of Certificate IV in Local Government (Regulatory Services) Rangers 1 & 2 (or willingness to undertake training)
2. A thorough knowledge of the Local Government Act, 1993, Companion Animals Act, 1998, Roads Act, 1993, Impounding Act, 1993, Protection of the Environment Operations Act, 1997 and Regulations, Roads Transport General Act, 1998, Australian Road Rules 1998 and experience in their enforcement.
3. Demonstrated knowledge and experience in the use of the Self-Enforcing Infringement Notice System.
4. Previous experience in Ranger/Animal Control, policing or similar regulatory position.
5. Well developed written and verbal communication skills, including interview techniques, negotiation and conflict resolution, public presentations and report writing.
6. Demonstrated ability to deliver a high level of customer service.
7. Demonstrated ability to work as part of a team and foster an environment based on teamwork and cooperation.
8. Knowledge and understanding of Workplace Health and Safety and Equal Employment Opportunity principles.
9. Demonstrated experience in the use of Microsoft Office, Electronic Document Management Systems and other software/databases programs relevant to the position.
10. Eligibility for appointment as a Special Constable and Justice of the Peace.
11. Current C drivers licence with the ability to drive a manual vehicle.

Highly Desirable

1. Experience in companion animal and livestock handling.
2. Current Senior First Aid Certificate.
3. Authorised implanter under the Companion Animals Act

SIGNATURE

Employee

Full Name:

Signature:

Date: