



Position Description

Non-supervisory Employees

Position Title	Ranger
Section	Compliance
Division	Development and Environment
Reports to	Compliance Coordinator
Grade	9
Employment Status (FT/PT/Casual/Temp)	Full Time

Position purpose

The position protects community health and safety and the environment through the provision of Ranger Services, including parking and regulatory enforcement, management of companion animals and livestock, and responding to customer requests.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Manage and impound livestock and companion animals in accordance with relevant legislative provisions and Council policies and procedures.
- Undertake parking and regulatory enforcement duties.
- Monitor compliance with any lease agreements entered into by the Council such as footpath dining/outdoor eating areas.
- Maintain registers and records in accordance with legislative requirements and Council policies and practices.
- Respond to customer complaints within service levels.
- Undertake investigations and take action under relevant legislation.
- Investigate complaints and prepare evidence to support fines enforcement or Court action.
- Undertake proactive activity to identify risks to the environment, public health and/or breaches of local government legislation and take the necessary steps to remedy the situation.
- Perform administrative duties including correspondence and records management associated with activities undertaken.
- Conduct enforcement activities in accordance with legislative requirements and Council policies and procedures.
- Assist with the operation of Council Animal Shelter when required.
- Provide an on-call Ranger service for emergencies after hours as rostered
- Provide effective education to improve compliance with legislation.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 11/10/2020

Group Manager

Environment and Regulatory Services

Date 12/10/2020

Director

Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
