

Position Description



Position Title:	Bushfire Operations Officer
Position Number:	PP0469
Purpose of Position	<p>To provide a professional support service to the Coordinator Bushland Services on bushfire operational tasks including the implementation of the Hornsby Ku-ring-gai Bushfire Risk Management Plan and Annual Works Program and the Fire Access & Fire Trail (FAFT) Plan.</p> <p>Maintain oversight of the Rural Fire Service reporting systems.</p> <p>Work with council staff and others to assist in the delivery of sustainable outcomes for natural systems.</p>
Grade of Position:	<p>Band 5</p> <p>May be responsible as a co-ordinator for the operation of a small section, the position completes tasks requiring specialised technical and administrative skills.</p>
Hours of Work:	35 hours per week
Department:	Operations
Section:	Infrastructure Services
Position Reports to:	Coordinator Bushland Services
Number Supervised:	Nil
Approved by:	Director Operations
Date:	

CONTACTS

Key Contacts Within Department

- Manager Infrastructure Services
- Coordinator Bushland Services
- Bushland Technical Officer
- Bushland Team Leaders
- Co-ordinators / Supervisors and other technical and project management staff

Key Contacts in Other Departments

- All other departments within Council, in particular Strategy & Environment Section

Key Contacts Outside Council

- NSW Rural Fire Service
- Fire&Rescue NSW
- NSW National Parks and Wildlife Service
- Department of Primary Industries –Crown Land
- Council employed contractors
- Catchment Management Authorities
- Other local governments
- State and Regional Utilities

Budget Allocation: \$ 150,000

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Diploma of Environmental or Bushfire Management
- Certificate II in Public Safety (Firefighting and Emergency Operations)
- Certificate in Develop simple and complex burn plans and Conduct simple and complex prescribed burns (national course code PUAFIR406) or willing to undertake training
- Current Class C Driver's licence
- Chainsaw operator's certificate (level 1 & 2 crosscut and fell small tress) and willing to undertake training to advance your skills
- Current First Aid Certificate or willingness to undertake training to obtain certificate
- Current White Card Certificate (CPCCWHS1001) or willingness to undertake training to obtain certificate

2. Required Experience

- Extensive demonstrated experience in bushfire firefighting or hazard reduction burning as a "crew leader"
- Experience in preparing burn plans and conducting control burning activities
- Experience in the application of Rural Fire Services 'GUARDIAN' and the issuing of bushfire hazard reduction certificates
- Understanding of the Bush Fire Risk Mitigation and Resilience and Fire Access & Fire Trail (FAFT) Grants Program
- Demonstrated working knowledge of asset protection zone (APZ) and fire trail construction and maintenance
- Experience in project design/contract documentation/performance and management associated with capital works or other contracts
- Demonstrated experience in the development of procedures, project plans and grant applications
- Demonstrated experience in the development, implementation and review of environmental impact assessments and a working knowledge of environmental and planning legislation
- Current best practice knowledge in bushfire management and operational delivery
- Specialised knowledge in bushland maintenance relevant to asset protection zone and fire trail construction and maintenance works

3. Required Skills

- Adept in the use of MS office, including word, excel and access, and demonstrated skill of GIS (ArcMap)
- Superior interpersonal, negotiation and conflict resolution skills
- Customer service and communication skills
- Time management skills
- Report writing and presentation skills
- Budget preparation and monitoring skills

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Develop, review and implement procedures to improve annual works programs that achieve best practice bush fire risk management and meet the objectives of the Hornsby Ku-ring-gai Bush Fire Risk Management Plan.
- Contribute to the review of the Hornsby Ku-ring-gai Bushfire Risk Management Plan and Annual Works Program. Provide reliable and up to date information on the operational delivery of the plan and program.
- Represent Council on the Hornsby Ku-ring-gai Bush Fire Risk Management Sub committees and working groups, and liaise with community, government and industry representatives to achieve a coordinated approach to bush fire management.
- Deliver staff training on aspects of bush fire planning and delivery, as required.
- Prepare, conduct and/ or provide advice on environmental impact assessments (including REFs), hazard reduction certification and operational burn plans in relation to bush fire management.
- Respond to changes in bush fire management operations as a result of legislative / policy changes that affect Council's bush fire management program and the Ku-ring-gai area.
- Participate in hazard reduction burns with Bushland Operations staff.
- Provide technical advice / information to Council staff, the community and other agencies in relation to bush fire planning and management, to minimise the impact of development and other activities on natural systems.
- Respond to community bushfire hazard complaints and act as the principal contact for the NSW RFS.
- Assist in the delivery of the Climate Wise Communities program.
- Liaise with Council's GIS section to coordinate the mapping and reporting of bush fire related data for Council's GIS system and state databases. Create maps using GIS as required.
- Administer the Rural Fire Services 'GUARDIAN' system and issue bushfire hazard reduction certificates. Apply for funding through the Bush Fire Risk Mitigation and Resilience and Fire Access & Fire Trail (FAFT) Grants Program.
- Participate in research partnerships / projects to advance Council's bush fire management program.
- Provide a high level of customer service in responding to requests and complaints, and ensure that these are investigated in a thorough, prompt, fair and courteous manner.
- Update Corporate records and request systems as required for Bushland Services section
- Comply with all relevant legislation and Council policies and procedures.
- Prepare accurate and realistic budgets for specified projects.
- Prepare project designs, specifications and contract document for project works.
- Selection of external contractors through formal quotation/tendering process and evaluation of contract performance.
- Undertake project/contract administration on a week to week basis including contract performance and budget monitoring.
- Delivery of projects within time and budget.
- Where required, liaise with other regional committees/organisations, State Land management agencies and councils on issues and ensure that corporate views are expressed.
- Prepare reports on projects or specialist matters as required.
- Maintain/update information and asset registers through data collection and entry processes, ensuring the quality of data is accurate and reliable.
- Contribute to the development and review of bushland related policies and guidelines, service plans and Plans of Management.
- Maintain and update Customer Request System for Bushland Operations.
- Assist with and provide information in relation to compliance and law enforcement issues within bushland areas.
- Assist in the development and management of Council's environmental levy bushland restoration works program
- Carry out such other tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employee's skills and abilities.