



### Living our corporate values ...

Community  
Focused

Show  
Integrity

Encourage  
Innovation

Be Caring &  
Respectful

Commitment  
to Safety

Value  
Teamwork

... to deliver progress and value to our community

## Trainee Ranger

PD Version – August 2021

Next Review – August 2023

### Position Details

<b>POSITION NO:</b>	500 079
<b>DEPARTMENT:</b>	Planning & Community Services
<b>POSITION LOCATION:</b>	Parkes
<b>EMPLOYMENT STATUS:</b>	Fixed Term, Full time
<b>REPORTING TO:</b>	Senior Ranger
<b>NO. OF DIRECT REPORTS:</b>	0
<b>BAND/LEVEL:</b>	Traineeship Band
<b>SALARY SYSTEM GRADING:</b>	T4-T5
<b>ALLOWANCES</b>	Nil

### Purpose of the Position

The Trainee Ranger works closely with the Senior Ranger and Ranger/parking Officer in undertaking the regulatory and compliance functions of the Department. The Trainee will perform a range of tasks whilst receiving on-the-job training and completing structured study over a two-year period.

### Position Responsibilities

1. Enrol and complete Certificate IV in Local Government
2. Assist the Senior Ranger and Ranger carry out functions to fulfil Council's role under the Companion Animals Act 1998 including:
  - Carry out animal seizure under various provisions,
  - Carry out animal care/feeding and cleaning activities such as shovelling, mopping, hosing at the Council Animal Shelter/Pound daily,
  - Record keeping of all animal seizures and disposal,
  - Scan animals for microchips and update the pound register as necessary,
  - Assist the local Veterinarian with the euthanizing of animals and deliver dead animals to the Parkes Shire Waste Depot,
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders, and
  - All associated and incidental tasks associated with Councils functions under the Act.



3. Assist the Senior Ranger and Ranger carry out enforcement functions under the Impounding Act 1993 including:
  - Including conduct interviews, collection of evidence and brief preparation,
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders,
  - Impounding of animals and articles under various provisions,
  - Record keeping of all animal and article impounding and disposal,
  - Cleaning and feeding,
  - Destroy injured or ill stock in accordance with the legal requirements and Council policy and procedure, and
  - All associated and incidental tasks associated with Councils functions under the Act.
4. Assist the Senior Ranger and Rangers carry out functions to fulfil Council's role under the Protection of the Environment Operations Act 1997 in relation to littering, noise, dumping of waste, nuisance complaints, smoke complaints and uncovered loads including:
  - Enforcement functions/action, including conduct interviews, collection of evidence and brief preparation, act as Councils witness in Court or other Tribunals,
  - Carry out vehicle and foot patrols,
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders, and
  - All associated and incidental tasks associated with Councils functions under the Act.
5. Assist the Senior Ranger and Ranger carry out enforcement functions under the Local Government Act 1993 including:
  - Conduct interviews, collection of evidence and brief preparation, act as Councils witness in Court or other Tribunals,
  - All associated and incidental tasks associated with Councils functions under the Act, and
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders.
6. Assist the Senior Ranger and Ranger carry out enforcement functions under the Road Transport Act 2013 and the Local Government Act 1993 in relation to parking in accordance with Council's Parking Enforcement Policy including:
  - Carry out parking patrols,
  - Complaint response and investigation,
  - All associated and incidental tasks associated with Councils functions under the Act, and
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders.
7. Assist the Senior Ranger and Ranger carry out enforcement functions under the Environmental Planning & Assessment Act 1979 in relation to noise, pollution, smoke, fire, overgrown and unclean allotments including:
  - Enforcement functions/action, including collection of evidence and brief preparation, act as Councils witness in Court or other Tribunals,
  - Issue of Penalty Infringement Notices and Official Cautions, and
  - Use Councils computer system to prepare draft correspondence and reports to correspond with stakeholders.
8. Maintain an accurate and professional diary of daily duties, actions and incidents.
9. Carry out litter and rubbish collection and disposal of wind-blown rubbish and litter at Council sites and on land and roads adjoining Council facilities.
10. Remove dead animals off roads and public areas.



11. Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation.
12. Conduct maintenance at the waste facilities as directed by Director Planning and Environment.
13. Assist the Senior Range and Ranger conduct patrols of Council facilities and properties to enforce orders of General Manager as directed by Director Planning and Environment or Manager Regulation and Compliance.
14. Carry out relief duties at Council's Waste Facility as weighbridge operator activities when necessary.

### Position Skill Descriptors – T4-T5

- **Planning** - Work is closely directed, and personal organisational skills are required
- **Autonomy** - Tasks undertaken by the position are routine in nature and are carried out under direct supervision
- **Problem solving** - Work issues are addressed but problems are passed to the supervisor/overseer/team leader for resolution
- **Verbal communication** - Respond to straightforward questions and directions
- **Written communication** - Complete standard forms
- **Work coordination** - Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary

### Position Qualifications and Experience Requirements

#### Qualifications:

- Current and maintained NSW Driver's Licence

#### Experience:

- Interest and/or experience working with small and large animals

#### For this position there are mandatory job training requirements to be satisfied:

This position requires that the successful incumbent undertake and **successfully complete** the following **mandatory training** in order to fulfil the requirements of this role.

- Certificate IV in Local Government (Regulatory Services)

*This training and other training required for this position is specified with the Learning Plan for the position.*

### Position Delegations

This position has the following **Internal** delegations:

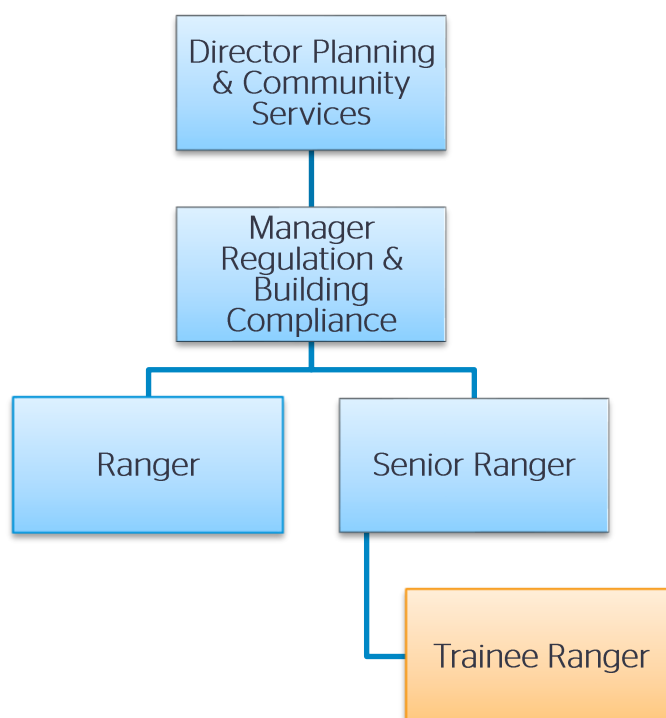
- WHS



### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans	<ul style="list-style-type: none"><li>• Work in a safe manner without risk to themselves, others or the environment.</li><li>• Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li><li>• Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li><li>• Participate in agreed WHS consultation arrangements</li><li>• Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li><li>• Seek assistance/clarification if unsure of WHS rules or procedures.</li><li>• Report any faulty tools or plant.</li><li>• Correctly use and maintain all personal protective equipment provided as required.</li><li>• Complying with emergency and evacuation procedures.</li><li>• Participate in any required WHS training or induction.</li><li>• Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li><li>• Participate in WHSMS review activities as required/requested.</li></ul>

### Organisational Relationships





### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	<b>3</b>	<b>Dust</b> (expose airborne material ie. Dust)	<b>2</b>
<b>Reaching</b> (above shoulder height, forward/side extended)	<b>2</b>	<b>Gas / Fumes</b> (Working with gases or fumes)	<b>1</b>
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	<b>3</b>	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	<b>3</b>
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	<b>3</b>	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	<b>2</b>
<b>Kneeling/Squatting</b>	<b>3</b>	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	<b>3</b>
<b>Leg Movements</b> (operate machinery)	<b>2</b>	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	<b>3</b>
<b>Standing</b> (upright without moving)	<b>1</b>	<b>Confined Space</b> (confined spaces work)	<b>1</b>
<b>Driving</b> (operate any mobile plant)	<b>4</b>	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	<b>1</b>
<b>Walking</b> (even surfaces)	<b>4</b>	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	<b>2</b>
<b>Walking</b> (uneven surfaces)	<b>3</b>	<b>Meeting Deadlines</b>	<b>3</b>
<b>Walking</b> (walking while manual handling object)	<b>2</b>	<b>Conflict Resolution</b>	<b>4</b>
<b>Walking</b> (up or down steep slopes)	<b>2</b>	<b>Sitting for extended periods</b>	<b>2</b>
<b>Climbing</b> (in and out of plant/car)	<b>2</b>	<b>Dealing with people</b>	<b>4</b>
<b>Climbing</b> (stairs, ladders, scaffolding)	<b>2</b>	<b>Underground Work</b>	<b>1</b>
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	<b>3</b>	<b>Personal Protective Equipment</b>	<b>3</b>
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	<b>2</b>	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	<b>3</b>
<b>Sight</b> (Ability to discriminate between colours)	<b>2</b>	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	<b>3</b>
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	<b>3</b>	<b>Task involves working in an awkward positions Eg:</b>	<b>2</b>
<b>Smell</b> (use of smell senses as an integral part of task performance)	<b>2</b>	<b>Cardiovascular Fitness level required for position</b>	<b>3</b>
<b>Balance</b>	<b>3</b>		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



### Trainee Ranger

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

#### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*