

Mount Arthur Reserve Trust

Position Description

- Title:** Mt Arthur Reserve Ranger (Grade dependent on experience of applicant)
- Location:** Mt Arthur Reserve, Wellington
- Status:** Temporary Part-time - Up to 24 hours (based on 3 days at 8 hours per day) per week for 12 months. Position will be extended beyond 12 months if funding secured).
- Salary:** Up to \$26,744 per year + superannuation (Miscellaneous Award 2010)

1. PURPOSE OF POSITION

Undertake maintenance and improvements to facilities and grounds including buildings, roads, fire trails and fencing. Operate and maintain plant and equipment.

Contribute to ensuring the Trust's obligations and aims are met within the Reserve, in terms of the enhancement and preservation of natural and cultural heritage; and that the public have access to high quality, safe, recreational facilities.

2. ORGANISATIONAL RELATIONSHIPS

(i) Position Title of Supervisor

Mount Arthur Reserve Trust (via Chairman)

(ii) Position titles which also report to Supervisors identified in (i) above

Mount Arthur Reserve General Hand (Casual)

(iii) Titles of positions that report to this position

Nil

3. ORGANISATIONAL CONTEXT OF THE POSITION

The Mount Arthur Reserve consists of over 2000ha of public land managed in accordance with the *Crown Lands Act 1989*. The area is reserved for Public Recreation and Environmental Protection. The Reserve is also listed on the Register of the National Estate in recognition of its natural values.

A Reserve Trust, or Crown Lands Act Trust (in this case the Mount Arthur Reserve Trust) is the legal body which enables the temporary ownership of reserved or dedicated Crown land so it can be managed by the Trust on behalf of the public. The Trust owns a legal interest in the property for which it is responsible. A Trust can only make decisions and take actions concerning the Reserve in the interests of the Reserve itself, and the public.

The aims of the Mount Arthur Reserve Trust are to:

- a) Conserve and protect the native flora and fauna of the Mount Arthur Reserve;
- b) Provide desirable and appropriate opportunities for passive recreation in bushland surrounds; and

- c) Promote the values of the Reserve as an asset to the local community.

The Mount Arthur Trust largely consists of volunteers. General membership is capped at 7 members, with additional ex-officio members. The Trust currently has ex-officio members representing the Wellington Council and the Dubbo Mountain Bike Club.

The Trust executive consists of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Trust reports to the Department of Trade and Investment (Crown Lands).

Maintenance of the Reserve and facilities, as well as the completion of special projects, is undertaken by the Ranger, casual employee (as funding is available), Trust members and other volunteers.

Funding for the Reserve is primarily via government grants and as such can be highly variable.

4. NATURE AND SCOPE OF POSITION

A. WORK PERFORMED

The position is responsible for enhancing and maintaining the Reserve, including any facilities and assisting with general duties, and for the rehabilitation and restoration of degenerated areas.

Responsibilities include (amongst other general duties): Improvement, maintenance and servicing of roads and visitor facilities, parking areas, walking tracks, picnic areas, fencing, structures; rubbish removal; hygiene duties; fire season preparedness; and setting up facilities for public events related to Trust activities within the Reserve.

The position will also be required to implement control programs for pest plants and animals which involve the use of various pesticides and other chemicals.

The position will be required to operate and maintain a range of plant and equipment – including such items as a generator, brushcutter, chain saw, tractor, trailer, slip-on unit, four wheel drive vehicle etc.

The position has an important public relations role and provides information to visitors on the Reserve and facilities.

The Ranger may assist or be involved in the exercise of law enforcement authority under delegation on a needs basis in ensuring the preservation and care of natural and cultural heritage and the proper use of park facilities to the appropriate level of training.

The position may be required to operate as part of a team with casual employee(s), Trust members or other volunteers. The position may guide contractors, under the Trust's direction, on specific projects and activities to the appropriate level of skills and knowledge. The position may also be required to supervise volunteers.

B. CHALLENGES/PROBLEM SOLVING

A major challenge for this position is that the occupant may be required to work with limited supervision, sometimes in remote locations. The terrain of the Reserve is mountainous and the vast majority of the Ranger's work is outdoors in all weather. The occupant will be required to navigate using a map and GPS from time to time.

Another challenge for this position is the need to be across the range of management issues current within the Reserve and to be able to report on these regularly to the Trust and be involved in monitoring activities.

Public contact presents a challenge, because the occupant needs to be well informed about the resources of the Reserve and be able to communicate this to the public and may be required to exercise delegated authority for law enforcement in accordance with knowledge and skills, as necessary.

Effective communication and diplomacy is required when working close to neighbouring properties to facilitate a better working relationship.

A further challenge is that all work must be undertaken with a commitment to the Trust's statutory obligations to care and maintain the natural and cultural heritage, particularly in the establishment of new facilities.

The occupant will be required to make on the job decisions regarding day to day maintenance issues in an appropriate manner and be capable of problem-solving in the field. Whilst overall work program and priorities are set by the Trust, the occupant will be responsible for their own time management on a day to day basis. Unexpected issues will often arise which need to be factored into daily work (eg vandalism, dumped rubbish etc).

A challenge to the position is in the form of manual handling. All duties must be carried out in accordance with the Trust's safe working procedures and the Work Health and Safety Act. The occupant will need good physical fitness and be capable of carrying heavy equipment uphill over uneven terrain as needed and be able to tolerate a variety of weather conditions.

The position holder must ensure that plant and equipment being utilised is maintained to standard.

C. DECISION MAKING

The occupant of the position is required to work with limited supervision, within agreed work programs and exercise initiative in some situations.

The overall work program, projects and priorities are set by the Trust, with input from the Reserve Ranger. The Reserve Ranger position makes decisions on a day to day basis regarding the utilisation of equipment/materials to suit needs, within agreed guidelines.

The occupant is required to operate within delegations given by the Trust, including in relation to law enforcement (if trained) and limited expenditure. The position is often required to provide practical advice to other staff, volunteers and members of the public on a range of park use issues.

The position provides advice to the supervisor to facilitate the determination of work priorities.

D. COMMUNICATION

Internal communication is primarily with any other Trust employees and the Trust Chairperson on matters such as work programs and priority setting.

External communication is with:

- Reserve visitors to provide information and advice on resources and facilities in the Reserve and in the exercise of delegated authority for law enforcement (where training has been provided).
- Reserve neighbours regarding management issues.
- Volunteers who may be assisting with tasks within the Reserve.

The position may also need to liaise and work with contractors, Wellington Council, Rural Fire Service, Police, Ambulance, State Emergency Services etc.

The position also needs to communicate with providers of goods and services.

Sensitivity to local cultural issues is especially required when communicating with Aboriginal communities.

E. KEY ACCOUNTABILITIES

1. Maintain Reserve facilities, walking tracks, signage, fences, fire trails, roads, and to provide safe access for visitors, volunteers and staff, and protect Trust assets.
2. Install new fixtures as required (eg bollards, gates, signage, bins etc), including working with steel and concrete.
3. Participate in feral animal, stock control and noxious plant control programs, and rehabilitate and restore degraded areas, to ensure the conservation of the Reserve.
4. Maintain day use facilities including carrying out hygiene duties and removing and transporting dumped rubbish to the Wellington Tip, to ensure areas are kept clean and safe for public use.
5. Provide information and advice to Reserve visitors in respect to natural and cultural heritage, facilities, Reserve usage and related issues to facilitate customer relations.
6. Safely and appropriately operate and maintain a range of plant and equipment which may include workshop tools, water pumps, chainsaws, power tools and heavy plant and ensure they are maintained in good and safe working condition.
7. Assist with the implementation of Trust policies and procedures, and statutory requirements and responsibilities in regard to Reserve use, to conserve natural and cultural heritage.
8. Assist with law enforcement activities to the appropriate level, as necessary (and if trained), to ensure appropriate use of Reserve facilities and the preservation and conservation of natural and cultural resources.
9. Apply WHS policies and procedures; in all aspects of work to assist in the provision of appropriate and safe services and facilities to co-workers and visitors. Act ethically to preserve the professional integrity of the workplace.

5. KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

ESSENTIAL

1. Ability to maintain visitor facilities and workplaces (such as shelters, roads, walking tracks, fences and other recreational facilities) and install new fixtures.
2. Willingness to undertake hygiene maintenance duties.
3. Ability to identify local weeds and knowledge of control methods.
4. Ability to use herbicide and implement weed control strategies and willingness to obtain Chemcert training.

5. Demonstrated ability to carry out all duties safely and appropriately operate & maintain plant & equipment. Ability to obtain certification to operate a chain saw to cross-cut standard & ability and willingness to obtain a First Aid certificate.
6. Effective communication and community relation skills are required. Ability to work independently and as part of a team.
7. Ability to navigate off trails using maps.
8. Ability and willingness to work with the Trust's statutory obligations as they apply to conservation of natural, Aboriginal and cultural heritage and a willingness to exercise delegated authority for law enforcement if training provided.
9. Current Drivers licence and ability to drive 4wd vehicles.
10. Ability to follow Work Health and Safety procedures.

DESIRABLE

1. Experience with handheld GPS devices.
2. Experience in operating light plant and appropriate qualifications.
3. Ability and experience in welding.
4. Firearms licence and willingness to participate in pest animal control.
5. Basic knowledge of native flora.
6. Knowledge of relevant environmental legislation/willingness to learn about and implement legal requirements.
7. Knowledge of common fire management strategies
8. Knowledge of erosion control methods and experience in implementing these.
9. Experience with revegetation techniques.

The position of Mount Arthur Ranger is very physically demanding, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles.

Successful applicant must be willing to undertake training as required by the Trust.