

Leeton Shire Council

POSITION DESCRIPTION



Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Ranger
Directorate	Shire Activation
Department	Planning, Building & Health
Location	Leeton Shire Council Office, Chelmsford Place, Leeton
Salary Grading	Grade 9
Employment Status	Ongoing – Full Time (after successful completion of the 6 month probation period)
Hours of Work	Currently 76 hours per fortnight worked over 19 days per month with two (2) rostered days off per month – Note: this is subject to change if determined by the General Manager or delegate. The position currently requires the Ranger to be on call on a rotational basis with the Senior Ranger. On call for 7 days and nights out of 14 days which includes on call one weekend per fortnight including servicing the animal pound daily on the on-call weekend.
Supervisor	Senior Ranger
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Regulatory Services Coordinator▪ Manager Planning Building & Health▪ Business Support Officer
Key External Stakeholders	<ul style="list-style-type: none">▪ Community Organisations▪ General Public▪ Government Agencies

PRIMARY PURPOSE OF POSITION

- ❖ To ensure compliance with relevant provisions of various Acts including The Local Government Act 1993, The Companion Animals Act, The Environmental Planning and Assessment Act, The Rural Fires Act, The Roads Act, The Protection of the Environment Operations Act, and The Impounding Act.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them
- ❖ Participate in school and interest group tours and talks as appropriate

People Management:

NIL

Operations:

- ❖ Animal Control – Ensure all relevant animals (dogs and cats) are registered in accordance with the Companion Animals Act. Maintain the Leeton Shire Pound and the animals therein to an acceptable standard. Assist in euthanasia and disposal of animals (dogs and cats). Issue Infringement Warning Notices and SEINS notices in accordance Council's policies. Carry out routine surveys of the registration status of dogs within the Shire and initiate public awareness promotions to increase public knowledge and companion animal owner's responsibilities.
- ❖ Littering – Patrols of Council roads and streets to police the dumping of rubbish. Enforce requirements regarding the covering of loads to avoid spillage of materials from vehicles. Initiate public awareness campaigns to increase the public's awareness of their responsibilities.
- ❖ Rural Fires Act – Regularly inspect vacant land as required in all towns and villages within the Shire in respect of bush fire hazards. Sent the necessary notices under the Bush Fires Act and undertake follow up procedures.
- ❖ Local Government Act – Regular inspection of property as required to ensure that the provisions of Section 124 of the Local Government Act are complied with, in particular, moveable dwellings, fencing land, property identification, remove articles from properties & control of advertising structures and hoardings on public land.
- ❖ Abandoned Vehicles – Patrols and investigation into owners of abandoned vehicles to ensure disposal in an approved manner.
- ❖ Stock Control - control of livestock in residential and rural areas in accordance with requirements of Council's policies and the Local Government Act.

- ❖ Protection of the Environment Operations Act – Inspection and investigation of premises to ensure requirements of Noise Control and Clean Air legislation are met as required.
- ❖ Parking Enforcement – Patrol of parking zones and issuing of infringement notices to ensure compliance especially in disabled parking areas and loading zone areas.
- ❖ Other suitable duties as directed by supervisor

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability

- ❖ On commencement, new staff must present evidence of having received current Covid 19 vaccinations
- ❖ Working safely so as not to put yourself or others at risk
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- ❖ Attend all WHS training

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

1. TAFE Certificate of Trade (or equivalent) with at least two years relevant work experience.
2. Cert IV in Regulatory Services.
3. Must possess and maintain a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Skills and Attributes:

1. Competent in handling of dogs, cats and livestock and capable of assisting euthanizing animals when required after attaining the qualification to do so.
2. Demonstrate excellent interpersonal skills with the general public and fellow employees and to communicate with the general public and participate in meetings/groups discussions.
3. Demonstrate a high degree of self-motivation as the employee will spend periods of time without direct supervision.
4. Capable of attaining microchip implanter accreditation.
5. Demonstrate an ability to solve problems by reference to the Regulatory Services Coordinator.
6. Demonstrate a basic understanding and working knowledge of Word, Excel and other computer applications in a Windows environment and the ability to write standard reports following prescribed formats.

Desired Requirements:

- ❖ Previous Local Government experience.
- ❖ Possess current shooters licence Class A & B.

I hereby accept the terms and conditions set out in this position description for **Ranger**.

Dated this day of 2021.

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Signature

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Jackie KRUGER
General Manager