

POSITION DESCRIPTION

| Job Title | | |
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| Ranger | | |

Classification

Level 4

Position Objective (How this job adds value)

This position has the primary responsibility to provide effective education, promotion and enforcement of various Acts and Regulations including, but not limited to; Dogs, Bush Fire, Off Road Vehicles, Litter, Health, Local Government Act, Council Local Laws and Regulatory Service duties.

Management of Ranger Services including health and safety, maintenance of Ranger equipment and ongoing improvement of response times and work skills.

| Directorate | Location | Reports to | Supervision |
|-------------|----------------|---------------|--------------|
| Operations | Admin Building | Senior Ranger | Reports: NIL |

Key Relationships

Internal: Council, Town Employees.

External: Customers, contractors, Government Departments & Agencies, Lessees, Ratepayers, Business owners, Legal representatives.

Delegated Authority/

AUTHORITIES: Operates under the broad direction of the Chief Executive Officer.

KPI's / Measures of Success

- Carry out duties in relation to animal control which includes dog and cat impoundment, release/destruction and pound management where appropriate.
- Assist in the maintenance and function of the parking, dog, cat and other infringement and parking systems.
- Provide removal and relocation of native fauna/reptiles from private property to suitable bushland habitat.

Between river and sea

- Inspect, maintain and develop fire breaks in the Urban Bushland's and liaise with both Council officers and State Fire Emergency Services as the town's Bush Fire Officer.
- Conduct fire break inspection of private properties and where appropriate, issue warnings and / or infringement notices on offending land owners.
- Monitor large events within the community.
- Oversee the monitoring of illegal camping areas.
- Arrange for the collection and disposal of abandoned vehicles.
- Initiate legal proceedings relating to breaches of relevant Acts and Local Laws and attend court for prosecution or evidence purposes.
- Monitor and enforce verge condition s in relation to building activities.
- Ensure conduct is in accordance with relevant legislation, best practices and public safety requirements.
- Provide continued improvement in customer service response

Position Responsibilities

Regulatory

- To enforce the provisions of the relevant Acts and Local Laws; and educate, promote and enforce compliance to the Community and Stakeholders.
- Undertake duties within Regulatory Service i.e. compliance inspections, complaints and any other duties as directed by the Executive Manager.
- Assist with the organisation and running of Council run Community events.

Governance

- Develop, implement and review policies and procedures within the directorate for the effective operation of the Ranger Services within the Town.
- Adhere to all legislative requirement.
- Operate within the Council's Local Laws.

Administration

- Maintain and update all records relevant to performed duties.
- Prepare relative reports and all correspondence for EA.
- Assist in the maintenance and functioning of the infringement and the Dog / Cat registration systems.
- Assist with Council deliveries and building security.
- Maintain register of: warnings, infringements and impounded goods.
- Assist with Emergency Management.
- Serve on teams/committees/reference groups as required.
- Issue Residential Parking Permits.
- Roster Rangers ensuring effective ranger coverage for the Town.

Customer Service

- Ensure the Ranger Services provides excellent customer service, and ensure that
 positive relations with businesses, ratepayers and the general community are
 maintained and fostered.
- Attend and address public enquires.
- Administer Ranger Services enquires/complaints system including actioning through to completion.

Planning and Building Compliance

• Assist with compliance in accordance with Planning and Building legislation.

Animal Welfare

Assist with welfare of domestic and native animals within the Town.







- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies, and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Service Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Work Health & Safety (WHS) (For all Staff)

- Comply with all work procedures for hazard identification, risk assessment and risk control.
- Actively participate in WHS activities or programmes associated with the management of WHS.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is worn or used for the task or activity as required or directed.

NOTE: The requirements and responsibilities contained in this Position Description are not meant to be all-inclusive. They may be changed by the Manager during employment on an as-needed basis.

Capabilities and Competencies (including experience)

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical, including a drug and alcohol test (to confirm fitness to work in position)
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration (annual requirement).





 To hold or obtain Required Vaccinations as set out in your Letter of Engagement and Employment Contract.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

Qualifications, Licenses and Clearances

- Possession of or progress toward a Municipal Law A & B
- Minimum 1 year experience in a similar role, working in a regulatory environment
- Strong commitment to customer service and outstanding verbal communication skills
- Demonstrated conflict resolution skills
- Well developed written communication skills
- Knowledge of prosecution procedures

Desirable

- Experience in Planning and Building Compliance
- Provide First Aid Certificate
- C Class Drivers licence

Town of Mosman Park Values – Accountability, Connection & Excellence

Accountability

We Do

- Set high ethical standards.
- Always willing to take on challenges.
- Hold ourselves and others accountable.
- Identify and share learning opportunities.
- Take a risk management approach to ensure the health and safety of others.

Connection

We Do

- Model the way to create a culture of warmth & belonging.
- Foster strong & positive relationships with stakeholders & colleagues
- Identify & create opportunities to work across the organization.
- Build trust & respect through transparent communication.

Excellence





We Do

- Motivate ourselves & others when facing difficult problems.
- Promote a positive culture that encourages initiative & continuous improvement.
- Challenge the status quo & are not constrained by the ways things have always been done.
- Complete projects within time & budgets constraints and to the highest quality.

| Endorsemeni | | |
|---|---|------------|
| this document is a | (Manager/Supervisor) certify that the information contain true and accurate depiction of the requirements of the pos | |
| Signed: | Dated: | |
| Acceptance I acceptance of the document. | (Employee) hereby confirm my understanding and eduties, responsibilities and all other requirements as detailed | ed in this |
| Signed: | Dated: | |



