

# POSITION DESCRIPTION

POSITION TITLE	Bushcare Officer
DIRECTORATE - SECTION	Asset Services – Parks & Environment
LEVEL - EBA	5 - Operational
RESPONSIBLE TO	Senior Projects Officer - Local Natural Areas

## OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

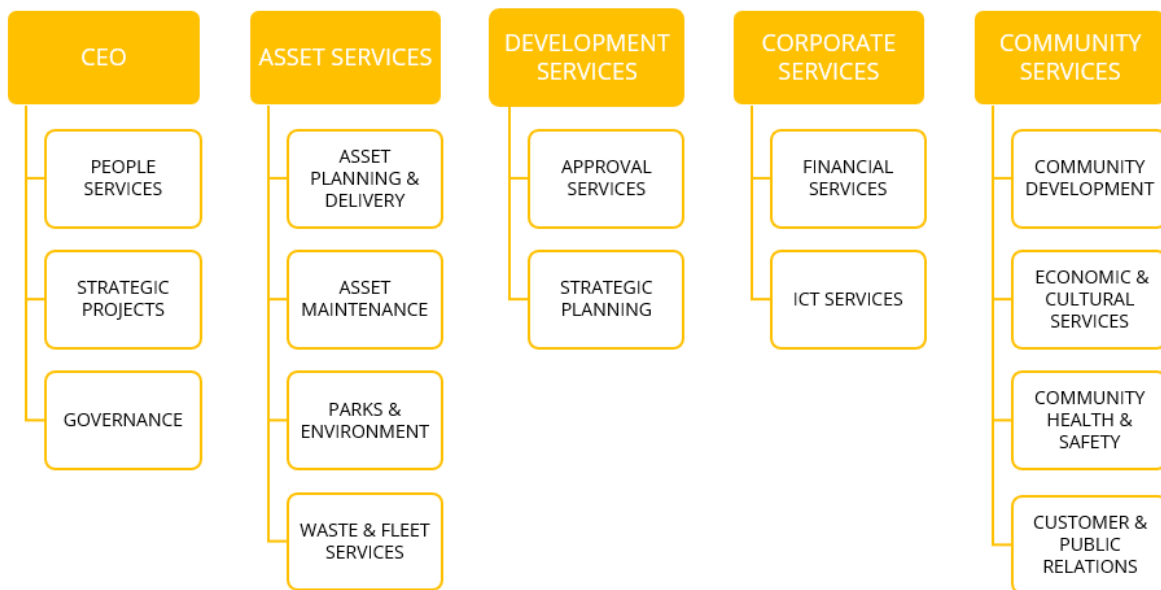
## OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

## OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provide on ground Environmental Services including operational management of the City's Local Natural areas with the aim of protecting and enhancing the local biodiversity features of the natural landscape and engaging meaningfully with local community.

The position will be responsible for assisting with day-to-day operations, projects, monitoring and development of an annual works plan. The Bush Care Officer will work under the direction of the Senior Projects Officer-Local Natural Areas.

## KEY RESULT AREAS

The Bush Care Officer is primarily involved in the on-ground implementation of reserve management plans, environmental projects and environmental restoration activities. Regular activities to be undertaken by this position include, but are not limited to; routine monitoring, inspection and maintenance of select Local Natural Areas, including, rubbish removal, chemical and manual weed control, dieback treatment, erosion control, revegetation and liaising with friend's group volunteers to develop Action Plans and liaison with contractors. This role also includes day to day supervision and mentoring of the City's Bushcare Officer Trainee.

## ENVIRONMENTAL PROGRAMS

- Assist in the delivery of City's environmental programs including;
- Reserve Management
- Plants for Residents
- Friends Group
- Adopt-A-Patch
- Invasive Species Control
- Community Education and Engagement

## ENVIRONMENTAL PROJECTS

Assist the Senior Projects Officer Natural Areas in the delivery of the City's environmental projects including but not limited to the following activities:

- Mapping weeds and other key ecological and environmental parameters to allow sound project planning and development;
- Undertaking vegetation assessments to create species lists for revegetation projects;
- Undertake project monitoring including photo-monitoring, revegetation monitoring and weed control monitoring;
- Undertaking dieback treatment as identified in Dieback mapping and planning;
- Undertake weed control in areas identified in weed mapping and planning;
- River restoration activities including minor earthworks, rock armour and riffle installation.

## ENVIRONMENTAL ADVICE

- Provide bushcare advice to the Environmental Services Team;
- Assist Friends Groups in the preparation of work plans and action plans for bushland reserves in the City of Kalamunda;
- Provide sound bush care advice, guidance and support to Friends Group volunteers, work experience people and others as required; and

- Provide information to the Senior Projects Officer Natural Areas on the progress of environmental projects and the state of Local Natural Areas.

### **MANAGING THE NATURAL ENVIRONMENT**

- Implement actions and guidelines identified in the annual works plan and reserve management plans;
- Encourage public participation in natural resource management;
- Liaise and work with Friends Group volunteers to undertake bush care activities which protect and enhance the City of Kalamunda's Local Natural Areas;
- Undertake bushland management activities including (not limited to) chemical and physical weeds control, revegetation, minor earthworks, fence repairs, rubbish and debris removal.
- Monitor and evaluate the progress of bushland management activities being undertaken by Friends Groups and the City; and
- Reporting ecological threats to the City's Natural Areas to the Coordinator Natural Areas.

### **CUSTOMER SUPPORT**

- Provide information to the community on current and proposed environmental programmes and projects and environmental issues throughout the City;
- Liaise and work collaboratively with Friends Group volunteers; and
- Assist in the maintenance of relationships with local community groups and environmental contractors.

### **ADMINISTRATION**

- Record bush care activities in the appropriate format for reporting purposes; and
- Assist with general administration activities as required and directed by the Coordinator Natural Areas and Senior Projects Officer Natural Areas

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws; and
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

### **ESSENTIAL**

- Certificate IV in Conservation and Ecosystem Management or equivalent experience working in bushcare and bushland regeneration roles.

- Pest Management Technician licence (handheld and backpack equipment) or basic units of qualification required to obtain the licence
- White card
- Basic Chainsaw and Polesaw Operation and Maintenance
- Basic First Aid

### **DESIRABLE**

- Pest Management Technician licence (activities using mechanical spraying equipment) or basic units of qualification required to obtain the licence
- Basic Worksite Traffic Management
- Competent in wheeled front end loader operation
- Competent in skid steer loader operations

### **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

- Demonstrated knowledge of key bushcare and bush regeneration principles
- Demonstrated knowledge of native vegetation complexes within the Southwest WA.
- Demonstrated knowledge of key native flora species within the Southwest WA.
- Demonstrated ability to create works programs, schedules to self-manage the implementation of a program
- Demonstrated ability to work collaboratively with colleagues, and members of the public.

### **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Proficient with Microsoft Office and GIS mapping software
- Basic understanding of Federal and State Government Legislation pertaining to native Flora and weed management in Western Australia

### **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Constant, repetitive walking, squatting, kneeling, bending, standing and negotiating uneven ground & level surfaces
- Intermittent sitting (during driving) & standing/bending/trunk rotation
- Climbing in & out of vehicles, steps and ladders; accessing toolboxes and back of vehicle for equipment
- Carrying equipment up to 20 kgs
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

- Essential-Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.
- Highly Desirable-Light Rigid (LR) Heavy Vehicle licence
- Desirable-Medium Rigid (MR) or Heavy Rigid (HR) Heavy Vehicle licence

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remains within a reasonable range of the original position.

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REVIEWED BY: Coordinator Natural Areas  
DATE PD REVIEWED/APPROVED: 27 September 2024

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