

## POSITION DESCRIPTION

POSITION TITLE	Ranger
DIRECTORATE - SECTION	Community Services – Community Health & Safety
LEVEL - EBA	4/5 - Salaried
RESPONSIBLE TO	Senior Ranger

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

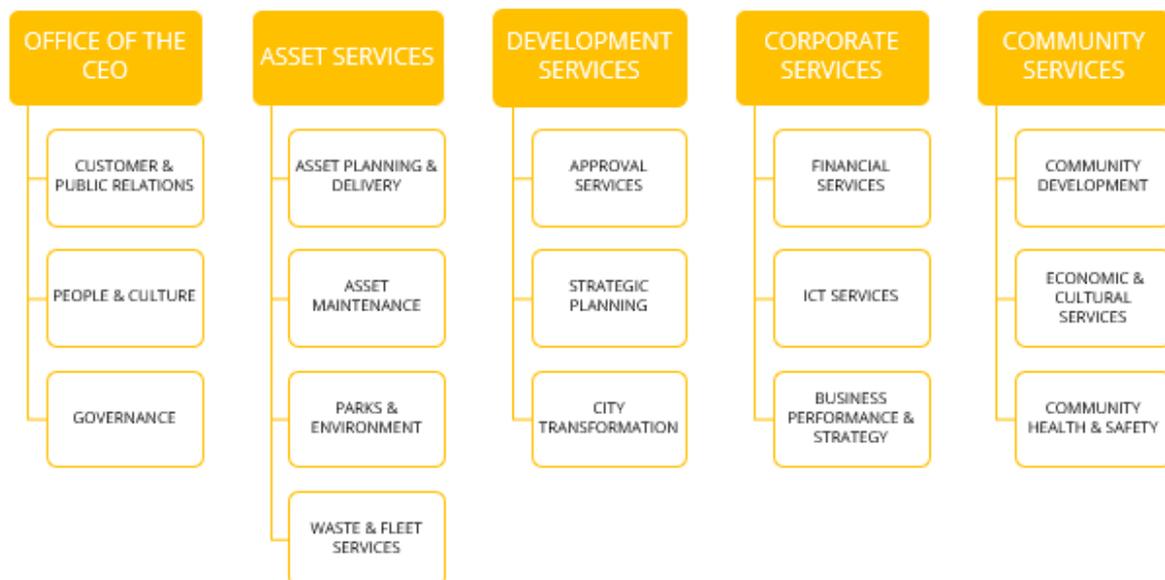
### OUR SIMPLE GUIDING PRINCIPLES

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**

To administer the City Local Laws, Policies, relevant Statutory Acts and Regulations as authorised by Council and to provide a high level of customer service to the community and public, through the education and enforcement in matters relating to fire prevention, animal control, off road vehicles, litter, and parking.

## **KEY RESULT AREAS**

### **RELATIONSHIP MANAGEMENT**

Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

### **STATUTORY REQUIREMENT AND LAWS**

Provide Council, City staff, ratepayers, and the public with specific advice on all matters pertaining to law, order, and public safety, relevant to Local Government responsibilities.

### **COMPLIANCE**

Conduct patrols throughout the City and issue infringement notices for acts of non-compliance with Local Laws, relevant legislation and regulations as required, including but not limited to, the areas of Animal Control, Parking, Fire Control, Off Road Vehicles and Litter.

### **RANGER SERVICES**

To utilize education, enforcement, and other strategies to maximize behaviour by organizations or individuals that complies with or achieves the outcomes expressed by the community and political process through legislation, regulation, policy, licenses and codes of practice.

### **RANGER ADMINISTRATION**

Proactively maintain and further foster all administrative tasks, including but not limited to prosecutions reports, briefs and prepare general correspondence as well as update Synergy Soft and relevant databases as required with additional and new information to compile a history of cases or events.

### **ANIMAL MANAGEMENT**

Maintain local culture and community harmony by ensuring safe implementation of animal welfare practise that are consistent with statutory laws and legislation.

### **CCTV OPERATIONS**

Acquires the necessary knowledge to understand and operate the City's CCTV network by attending for the purpose of routine site inspections checking for damage / faults, ability to extract CCTV footage as required.

## **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.
- 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)**

- Certificate IV in Local Government Governance (Regulatory Services)
- Experience in use of Synergy Soft or similar records management system
- Qualifications in safe use and handling of Firearms
- Basic Fire Fighting Course
- Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia
- Current National Police Clearance

## **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

### **1. Communication / Negotiation / Customer Service**

- Fostering and maintaining strategic partnerships and networks, particularly in relation to Ranger Services.
- Foster a culture of innovation and excellence through continual team improvement.
- Ensuring consistently high standards of customer service is delivered both internally and externally.
- Demonstrated experience in a public contact or service environment.
- Well-developed interpersonal, written, and verbal communication and public relation skills.
- Participation in a roster and after hours on call system, including weekends.
- Excellent communication, negotiation, and conflict resolution skills.

### **2. Knowledge of Local Government Functions; Statutory Requirements and Laws**

- A comprehensive level of understanding the broad functions of Local Government.
- Working knowledge of Local Government Act, Dog Act, Bush Fires Act, Off Road Vehicles Act, Litter Act, Cat Act, Council Local Laws, and policies.

### **3. Compliance**

- Ensure local community apply to local laws, and following up requests so action has been taken, i.e., dog registration, fire hazard work orders.
- Knowledge of court proceedings relating to local government law enforcement.

#### 4. Documentation and Presentation of Facts

- Good quality and accurate presentation of advice, both verbally and written, via all standard forms of business communication (including email, memo, letters, reports; policies; procedures).

#### 5. Strategic and Operational Planning

- Monitoring and achieving performance indicators.
- Contribute to the effective strategic and operational planning by offering innovative suggestions to the Senior Ranger as may be appropriate.

#### 6. Administration

- Demonstrated administration experience, including administering programs, compiling reports and business correspondence.
- Developed ability to prioritise and work in a timely manner to achieve outcomes.
- Experience in the administration and enforcement of Acts, Regulations, and local laws relevant to the position.

#### 7. Use of Computer

- Good level of computer proficiency including the use of Microsoft Word, Excel, Email, and Internet applications.
- Experience in use of other technology relating to Community Safety Services for example GPS AND mobile phone, two- way radios.

#### 8. Animal Management

- Physically fit for animal handling activities.
- Safe handling practices aligned to occupational health and safety.
- Demonstrated experience in animal & livestock handling.
- Animal behaviour knowledge and experience.

#### 9. Community Safety Services

- 4WD Experience.
- Experience in safe use and handling of Firearms.
- Experience in using Two Way radio communication devices.
- Understanding of Fire Fighting/Fire Protection and Fire Prevention techniques.

### 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.
- Able to sit for extended periods of time.

- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Walking, squatting, kneeling, bending, and standing and negotiating movement when attending community inspections and emergency events.

## **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**

1. Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **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: Manager Community Health & Safety  
DATE PD REVIEWED/APPROVED: 17 February 2023

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