

Community Ranger

Ref: 1719

- **Fulltime (7 day/week roster cycle)**
- **South West Location**
- **Circa \$60K per annum base salary (plus allowances)**

We are currently seeking a motivated and experienced person for the role of Community Ranger. This position is responsible for the implementation, enforcement and public education of acts, regulations, local laws and policies relevant to the Shire of Capel. You will also act as a Fire Prevention Officer, liaise with local Fire Services, manage animal impoundment, and respond to after-hours callouts.

To be considered for this position you will have demonstrated experience as a ranger or law enforcement officer, public relations and negotiation skills, and a current driver's licence. Qualifications in Bush Fire Control and Local Government Law Enforcement would be advantageous.

Working on a shared roster cycle (including weekends and public holidays), your initiative and high work standards will be rewarded with a base salary of circa \$60K per annum dependent on experience, plus penalties for weekends, overtime and public holidays, plus allowances and up to 14% superannuation.

For a confidential discussion or further information please contact a member of Human Resources on (08) 9727-0222 or jobs@capel.wa.gov.au. An Application Form and information on the recruitment process can be found on the positions vacant page of our website, www.capel.wa.gov.au, under the How to Apply section.

Your application should include a completed Application Form, covering letter and resume detailing your relevant experience, qualifications, and skills. All applications should be sent to Human Resources, Shire of Capel, PO Box 369, Capel WA 6271 or emailed to jobs@capel.wa.gov.au by **10am on 12 September 2017**.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

The Shire of Capel is located in the South West, halfway between Bunbury and Busselton with 29km of pristine beaches and acres of Tuart Forest National Park, is one of the fastest growing coastal shires in Australia.



TITLE: **Community Ranger**

PURPOSE: Initiate and implement enforcement, administration and public education in relation to relevant Acts, Regulations, Local Laws and Council Policies.

| Key Responsibilities | Requirements |
|---|--|
| <p><u>Law Enforcement</u></p> <ul style="list-style-type: none"> • Act as an authorized officer and initiate the administration and enforcement of the: <ul style="list-style-type: none"> - Dog Act 1976 - Cat Act 2011 - Bush Fires Act 1954 - Control of Vehicles (Off-road Areas) 1978 - Litter Act 1979 - Local Government (Miscellaneous Provisions) Act 1960 - Other relevant Acts, Regulations and Local Laws. • Responsible for the management of the Dog, Cat and Livestock Pounds and liaison with contracted animal pounds for cats and dogs. • Respond to after-hours calls that have been directed by the Shire's contracted Customer Service Centre service provider and participate in a callout or on-call roster to assist the team in achieving the Shire's service requirements. • Ensure that the annual fire break inspections are completed to ensure compliance with, and enforcement of the Bush Fires Act and where appropriate, issue warnings and infringement notices to offending landowners. • Carry out security patrols of Council buildings and facilities as required. • Monitor the condition, placement and replacement of signs relating to Community Ranger Services. • Attend court to give evidence and prosecute as and when required in relation to any breaches of the various Acts, Regulations and Local Laws and Shire outstanding debtors. | <p><u>Experience and Qualifications Required:</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrated high level of public relations • Previous experience as a Community Ranger or Law Enforcement Officer • Hold a current "Class C" motor vehicle drivers license • Ability to undertake physical work including a lifting requirement • Police Clearance • Senior First Aid Certificate <p>Desirable:</p> <ul style="list-style-type: none"> • Bush Fire Control Officer's Certificate • Completed Municipal Law Enforcement A and B • Qualifications in, or working towards Certificates III and IV in Local Government Law Enforcement • MR Licence • Off-road driving experience • Experience in responding to Bush Fires <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Communication • Building Strategic Working Relationships |

Public Relations

- Liaise with individual property owners regarding fire mitigation measures and controls.
- Liaise with Bush Fire Brigades and provide logistical support for Shire of Capel Fire Services.
- Provide efficient and effective customer orientated services including processing correspondence in relation to Community Ranger Services.

General Duties

- Implement programs that improve the effectiveness and efficiency of Community Ranger Services on behalf of Council
- Distribute minutes, agendas etc. to Elected Members when required.
- Monitor the operation of plant, equipment and facilities used within Community Ranger Services.
- Maintain accurate records and carry out Community Ranger Service's administrative functions.
- Support the Community Services team with positive team participation in workload, provide backup, and assist other areas with advice in area of expertise.
- Any other tasks determined as required.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

- Managing Work
- Negotiation (public relations)
- Initiating Action
- Decision Making
- Work Standards
- Job Fit: High Responsibility, Influencing Others

Level of Authority

- Issuing of Purchase Orders to value of \$2000 in accordance with the purchasing procedures

Reporting Relationships

Reports to:
Senior Community Ranger

Direct Reports:
nil

INCUMBENT:

Name:

Signature:

Date:

DIRECT MANAGER:

Name:

Signature:

Date:

Conditions of Employment

CLASSIFICATION: Level 6 Local Government Industry Award 2010

USE OF VEHICLE: A Shire vehicle is provided with this position with commuter use privileges. Restricted private use is provided during rostered callout response times.

LOCATION: The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel.