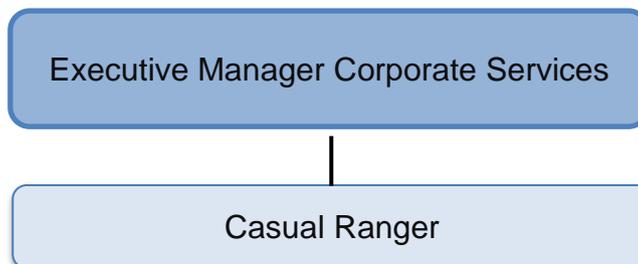




HR PD- REG 8 - Ranger

Position identification			
Position number	REG 8		
Classification	Level 6	Plus over award	
Position title	Casual Ranger		
Directorate	Corporate Services		
Business unit	Corporate Services		
Service area	Ranger Services		
Location	Allen Street Works Department		
Agreement	Local Government Award		
Status	Casual		
FTE		Hours p/week	
Position created		Last review	November 2020

Reporting relationship



TOWN OF EAST FREMANTLE CORE VALUES – DOING THINGS THE RITE WAY

- Respect – Being courteous always and valuing the views and opinions of others by having due regard to their rights and responsibilities.
- Integrity – Holding oneself to consistent standards exemplified by being honest and having a strong moral code, upholding the reputation of the organisation.
- Teamwork – Working together to achieve agreed outcomes by building and sustaining a high-performance work environment underpinned by trust and commitment.
- Empathy – Willing to develop an understanding of someone’s concerns and consider their needs and feelings in working with them to address work related issues and solve problems.

Corporate Key Performance Areas outlined in:

- Strategic Community Plan
- Corporate Business plan
- Workforce Plan
- Performance appraisal action plan

Primary objectives of the position:

- Enforce relevant acts, regulations and local laws by way of the issuing of infringements, court briefs or cautions.
- Responsible for animal control in accordance with Council's Animal Management Policy.
- Investigate complaints and matters relating to Ranger Services/ Regulatory Services
- Monitor and appropriately process advertising signage.
- Monitor and appropriately process abandoned and unregistered motor vehicles.
- Participate in forward planning and reviews of customer service initiatives and best practice.
- Undertake security watch patrols of Local Government buildings, private property and Local Government reserves.
- Render assistance to the Emergency Services as required.
- Provide assistance/ support to the Principal Environmental Health and Regulatory Service Officers if required.
- Implement fire control and suppression, issue fire permits, inspect vacant land in relation to matters of fire prevention and safety within designated areas of the Local Government.
- Deliver a high level of customer service both internally and externally.

Key Competencies:

- | | |
|--|--|
| <ul style="list-style-type: none">▪ Customer service▪ Job knowledge▪ Work habits▪ Self-management▪ Communication | <ul style="list-style-type: none">▪ Initiative▪ Interpersonal skills▪ Quality of work▪ Professionalism▪ Teamwork |
|--|--|

Duties:

- Maintain competence levels necessary to effectively interview witnesses accurately, gather evidence and take statements from witnesses in an empathetic manner.
- Draft written responses to all Infringement appeals received from infringed drivers in a timely, concise and informative manner as required.
- Draft written responses to all incoming correspondence in relation to Ranger Services in a timely, concise and informative manner as required.
- Establish and develop both effective communication and working relationships in relation to Local Government Law Enforcement and community safety, with State Government Agencies, Business owners, Community Groups and Council stakeholders including other business units within the Municipality.
- Undertake relevant procedures and oversee the impounding, storage & disposal of impounded vehicles and other stock at direction of Executive Manager Corporate Services.
- Undertake relevant procedures and oversee the impounding of animals as required. .
- Conduct safety and security patrols of all Council assets, parks, reserves and community areas.
- Conduct site inspections and issue various permits. .
- Monitor and enforce verge conditions in relation to building activities.
- Report and photograph instances of vandalism and damage (accidents or otherwise) to the various Council departments and WA Police for action.
- Adhere to the Town's policies, procedures, Code of Conduct and Occupational Safety and Health Responsibilities, including maintaining a daily running sheet in accordance with the Town's requirements.
- Ensure Council agenda deliveries are carried out in a timely and professional manner.
- Perform other duties as directed when appropriate to the scope and level of this position.

Selection criterial:

Essential:-

- Certificate of Competence in Municipal Law Enforcement “A” and “B”.
- Basic Prosecutions Certificate.
- Comprehensive knowledge of all relevant Acts, Legislation and Regulations relating to Ranger Services.
- Highly effective communication and interpersonal skills.
- Strong understanding and appreciation of the role of local government to build inclusive communities and to improve the liveability and social enjoyment of residents and visitors.
- Current Western Australian drivers licence.
- Current Federal Police clearance.
- Current senior first aid certificate.
- Working knowledge and understanding of OSH issues.

Desirable:-

- Advanced Prosecutions Certificate.
- Department of Main Roads Traffic Management Accreditation.
- Worksafe accredited Construction Industry White Card accreditation.
- Dangerous dog management training certificate.
- Emergency management experience.

Other specific details of the position

Extent of authority

This position operates under broad direction but within limits of Town policy and relevant legislative constraints.

Position has purchasing authority in line with procedure

No

Certification

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature _____

Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature _____

Date _____