



PARKLANDS ALBURY WODONGA LIMITED

POSITION DESCRIPTION

Title: Workshop / Field Ranger
Location: 3063 Beechworth Wodonga Road, Leneva
Term: Casual employment from 1 February 2023
Salary: \$30 per hour plus superannuation

Vision of Parklands Albury Wodonga (Parklands)

Our bush reserves and trails will have a high standard of biodiversity and natural values, achieved by empowering community participation and partnerships.

Organisational context of position

Parklands is a cross-border, community-based, not for profit organisation, undertaking recreation, conservation, cultural heritage and tourism projects for the benefit of the regional community.

Title of Supervisor

Community Ranger

Titles of Positions which liaise to this position

Field Rangers
External Stakeholders as required

Titles of Positions which report to this position

Volunteers assisting with park and depot projects

Nature and scope of position

The position primarily involves maintenance and servicing of plant and equipment, and installation and repairs to park infrastructure and park restoration assets.

POSITION OBJECTIVE:

- To support staff and volunteers undertaking park management duties through regular servicing, maintenance and repairs to plant, equipment and park infrastructure.
- To assist staff and volunteers implement park restoration and infrastructure projects identified in the Parklands Albury Wodonga's longer term Strategic Plan 2021 - 2031;
 - Regular servicing, maintenance and repairs of plant, equipment, trailers, park infrastructure;
 - Welding and metal fabrication at the Depot and various regional parks;
 - Installation of park infrastructure (boardwalks, gates) and repairs as required.

KEY RESPONSIBILITIES AND DUTIES:

- Develop an understanding of all **parklands** policies and procedures.
- Perform duties in a safe and professional manner without causing personal injury or financial loss to themselves, other employees, contractors, volunteers or the public.
- Report any injury, illness, asset or financial loss, hazard and near miss incident as soon as they are detected.
- As a highly visible employee, the incumbent will exhibit professional behaviour and driver courtesy.
- Correctly prepare and submit timesheets and other records where required.
- Maintain Parklands as a safe environment for work and recreation, ensuring staff and volunteers comply with policy and procedures and OH&S standards is particularly important.

COMMUNICATIONS DUTIES:

- In relation to daily operations this position communicates with all staff, volunteers, the general community and supporting organisations.
- The position must maintain excellent internal communication with all staff and volunteers.

JUDGEMENT AND DECISION MAKING:

- Work under limited supervision;
- Work in a team environment;
- Determine most suitable work methods and equipment to be used in area of operation.
- Quantify the resources required to meet work requirements.

SPECIALIST KNOWLEDGE AND SKILLS:

- Good record keeping and mathematical skills.
- Basic knowledge of dangerous goods.
- Small engine plant and equipment maintenance skills.
- Welding and metal fabrication skills.
- Building restoration, repair and maintenance skills
- Knowledge of Occupational Health & Safety practices.
- Basic computer knowledge.
- Physical fitness.

MANAGEMENT SKILLS:

- Ability to arrange and co-ordinate oneself, activities, and resources to ensure priorities and commitments of the organisation are most appropriately met.
- Ability to effectively communicate, train and supervise work experience participants and volunteers.
- Knowledge of the implementation of Equity, Customer Service and OH&S policies and principles.

INTERPERSONAL SKILLS:

- Good oral skills in communication with customers, other employees and the public.
- Good organisation skills.
- Well-developed teamwork and communication skills.

QUALIFICATIONS AND EXPERIENCE:

- A minimum Trades Certificate or equivalent, completion of TAFE certificate course or equivalent **and/or** substantial knowledge, experience and skills gained on the job.
- Any other position related certificates and/or training.
- Good knowledge of small engine (2 & 4 stroke) repairs and chainsaw maintenance.
- Welding and metal fabrication experience highly regarded.
- Experience in the purchase, management and utilisation of plant and equipment.
- Some experience in planning, managing and completing maintenance programs.