

## POSITION DESCRIPTION

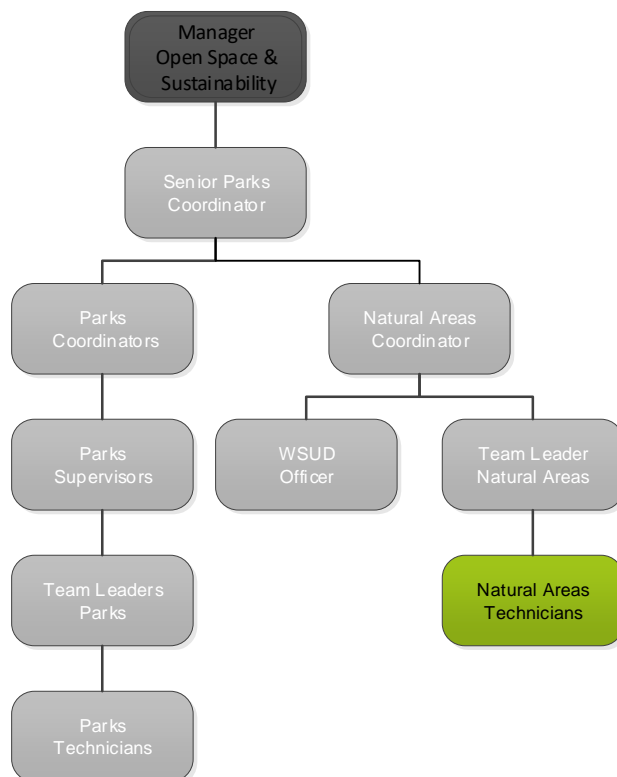
<b>Position Title</b>	Natural Area Technician
<b>Position Number</b>	35165
<b>Division/Directorate</b>	Community Assets
<b>Branch</b>	Open Space & Sustainability
<b>Grade</b>	Broadband
<b>Band and Level</b>	Band 2 / Level 1
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Employment screening including but not limited to qualification check</li> <li>• Licencing or registration requirements</li> <li>• Attending a pre-employment medical</li> <li>• Ability to work overtime when required</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Ability and willingness to work in a range of outdoor weather conditions.</p>
<b>Reports To</b>	Natural Areas Coordinator
<b>Direct Reports</b>	No
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment
<b>Position Purpose</b>	
To undertake natural areas maintenance activities within Council's open space network including assistance with bush regeneration, conservation, riparian areas, aquatic vegetation, weed control, constructed vegetated water quality systems and general open space maintenance activities.	
<b>Key Result Areas</b>	
<p>Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.</p> <p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning &amp; Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p>	

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

### Reporting Structure



### Key Duties & Responsibilities

1. Complete maintenance activities and requested works relevant to Open Space network; primarily bush regeneration, riparian areas, aquatic vegetation, weed control, vegetated water sensitive urban design assets, litter removals, dumped rubbish or other work relevant to open space maintenance.
2. Provide advice to community groups/volunteers on techniques associated with works and report on maintenance roster progress and issues preventing progress.
3. Contribute to the delivery of Bushcare Programs by supervising on-ground works of Bushcare groups and other community activities (when required).
4. Work effectively with team to set out and sequence work utilising appropriate tools and technology.
5. Undertake visual inspections and complete associated forms.
6. Undertake site and activity monitoring inspections.
7. Assist and train other staff and volunteers in the use of plant and equipment, leading by example through being a role model.
8. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
9. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

### WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

### Essential Criteria

1. Certificate III in Conservation and Ecosystems Management, or equivalent.
2. Experience in undertaking Natural Areas maintenance activities. Knowledge of bush regeneration and weed control techniques.
3. Experience in working with volunteers and community groups.
4. Experience in operating a variety of plant & equipment associated with natural areas maintenance, hand tools, chainsaws, brush cutters, pesticide application equipment.
5. Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.
6. Sound verbal and written communication skills.
7. Willingness to undertake training to gain necessary qualifications to undertake work required.
  - AQF3 Chemical application or equivalent
  - National Construction Induction Certificate (White card)
  - Trim and crosscut
  - Pole saw
8. Current Class C Drivers Licence

### Desirable Criteria

1. Certificate IV in Conservation and Ecosystems Management, or equivalent.
2. Ability and willingness to gain further qualifications including RTA traffic controller certificate (Blue and Yellow or equivalent), first aid, manual handling, tree felling.
3. Experience and/or training with Manual handling training.

**Prepared By**

Natural Areas Coordinator

**Date Prepared**

March 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**