



Position Description

Position Title:	Ranger Part Time
Position Code:	3312
Basis of Employment	Part Time
Classification:	Grade 9
Reports to:	Full Time Ranger
Location:	Bland Shire Council, Shire Street West Wyalong
Date Position Approved:	1 August 2016

Primary Purpose of the Position

To assist with the compliance and enforcement of regulatory activities in accordance with relevant legislation, Council policies and community expectations.

Primary Responsibilities

- Investigate, record and report on complaints and undertake appropriate follow up action including issuing infringement notices in accordance with SEINS.
- Respond to enquiries from internal and external customers promptly and professionally.
- Operate and maintain Council's Companion Animals Pound in accordance with the Companion Animals Act and associated regulations.
- Record and maintain documentation and databases relating to the NSW Companion Animals Register in accordance with Council's requirements.
- Enforce the requirements of the Impounding Act including the management of stray stock, abandoned articles and footway obstructions.
- Undertake patrols of restricted parking areas within the Shire and enforce penalties for non-compliance.
- Assist with relevant educational and promotional activities as required.
- Draft routine correspondence including file notes, memos, letters and standard reports.
- Assist in the development, implementation and review of Council's Management Plan.
- Contribute to the promotion of the image of the Council and the maximisation of good public relation by modelling and delivering high personal and professional standards and competence.
- Carry out other duties that are within the limits of the employee's skill, competence and training.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Certificate IV in Local Government Regulatory Services or equivalent qualification or significant progress towards such a qualification or Local Government experience in a regulatory or law enforcement role.
- Class C Drivers Licence
- Current Police Check
- WHS Construction Induction (White) Card

Highly Desirable Criteria:

- Demonstrated ability to undertake animal control duties including excellent animal handling skills and experience in the operation of an animal pound.

- Well-developed oral and written communication skills, including the demonstrated ability to negotiate and resolve conflict, and work effectively in a team environment under minimum supervision.

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

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| <ul style="list-style-type: none"> • Frequent standing • Frequent walking • Occasional sitting • Occasional climbing ladders, stairs or scaffolding | <ul style="list-style-type: none"> • Occasional bending/stooping Rarely squatting/crouching • Rarely kneeling • Rarely reaching overhead Continuous reaching at waist level or below |
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