

Position Description

Position Title: Patrol & Maintenance Officer, Chinchilla

Fortnightly Salary: \$2,256

Classification Level: Operational Stream – Level 2

Award: General Employees (Queensland Government Departments) and Other Employees Award – State 2015

Term of Appointment: Permanent, full-time

Place of Employment: The position generally involves patrol, construction and maintenance duties along the section of the Darling Downs-Moreton Rabbit Board fence between Goombi and Dalby-Kogan Road, and is required to assist with duties throughout the DDMRB's Operational Area (see Figure 1). Overnight camping in DDMRB supplied camps or accommodation is a requirement of the position. The reporting station of the position is the Brigalow depot.

Purpose of Position: The purpose of the position is to ensure the integrity of the rabbit fence is maintained, through construction and maintenance duties and projects, in accordance with DDMRB's Operational and Strategic Plans. The rabbit fence has been continuously maintained for well over a century and during that time work practices have changed considerably. DDMRB employees are no longer stationed to the fence or based at particular locations along its extent and may be required to work throughout the DDMRB Operational Area, as operational requirements dictate.

Hours of Work: Nine (9) day working fortnight
76 hours per fortnight

Organisational Relationships:

Reports To: Leading Hand, Darling Downs Division

Direct Reports: Nil

The Patrolman is also required to liaise with the following stakeholders:

Internal: Inspector, Leading Hands, Patrol & Maintenance Officers, Construction & Maintenance Officers, Chief Executive Officer, Administration Officer, Contractors, and DDMRB Directors.

External: Landholders, Local Government Officers, Biosecurity Queensland Officers, other Government Agency staff, and members of the general public.

Key Responsibilities:

The key responsibilities of the position may be modified from time to time, with consultation, to ensure coordination with the DDMRB's operational and strategic requirements. The key responsibilities include the following tasks:

Extent of Authority

- Monitor and report achievement of established outcomes for relevant fence maintenance and construction activities.

- Contribute to the establishment of priorities and monitor workflow in areas of responsibility.
- Exercise autonomy in decision making, as delegated by the Leading Hand.

Fence Maintenance

- Carry out regular maintenance patrols of the DDMRB fence on the Goombi to Dalby-Kogan Road section in the Darling Downs Division.
- Operation and care of a variety of hand tools and machinery including 4WD utility, ATV, posthole borer, crowbar, mattock, concrete mixer, chainsaw and brush cutter.
- Inspection and repair of holes or breaks in the fence, and inspection and replacement of foot netting using hand tools (mattock, shovel, pliers, cutters etc.).
- Removing fallen trees or tree limbs from the fence, using a chainsaw as necessary.
- Cleaning out grid complexes with a hand shovel.
- Re-straining sagging sections of fence using wire strainers.
- Maintain fence access tracks using tractors or other machinery.
- Application of herbicide to control vegetation growth on the fence and access tracks.
- Ensuring adherence to safe working methods.
- Assisting the Leading Hand, Maintenance and Construction Officers or Inspector with other tasks as instructed.

General

- The position is accountable to and reports regularly to the Leading Hand.
- Accurately completing and submitting timesheets on a fortnightly basis.
- Operation and care of vehicles, tools and equipment in a safe and effective condition.
- Liaison with DDMRB staff and stakeholders.
- Any other duties reasonably required.

Performance Standards

- Tasks allocated to the position shall be performed to standards as agreed between the Leading Hand and the position holder.
- Work is carried out in compliance with the Work Health & Safety Act and other legislative requirements or standards which may be appropriate including DDMRB policies and procedures.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- The position holder is expected to actively participate in planning tasks and responsibilities and promoting their continuous improvement so they may be carried out more efficiently and effectively.
- The position holder must comply at all times with the requirements and policies of the DDMRB.
- The position holder is expected to contribute to a positive working culture by demonstrating cooperation with other DDMRB employees and commitment to the achievement of the DDMRB's operational and strategic goals.

Position Requirements:

Skills

- General labouring skills, with physical ability to undertake manual handling tasks in an outdoor environment.
- Demonstrated proficiency in the use of 4WD vehicles, post-hole borers, chainsaws, brush cutters, hand tools, electric tools, fencing tools, and other equipment required to carry out the duties of the position.
- Demonstrated ability in rabbit control techniques or the ability to rapidly acquire these skills.
- Effective communication skills to enhance teamwork and promote public relations.
- Literacy and numeracy skills necessary to complete reports, timesheets and participate in training.
- Ability to contribute to team outcomes and to effectively function as part of a team.

Knowledge

- Understanding of rabbit-proof and exclusion fence construction and maintenance methods.
- Understanding of the operation and care of relevant tools and machinery.
- Understanding of rabbit ecology and control methods.
- Understanding of the DDMRB's operational and strategic goals or the ability to rapidly acquire this knowledge.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Knowledge of work health and safety considerations relevant to the work area.

Experience/Qualifications

Essential

- Demonstrated experience in fencing construction methods and maintenance.
- Demonstrated experience in the operation of relevant machinery, tools and equipment.
- Holder of current Open manual 'C' class Drivers Licence.

Desirable

- Holder of current 'HR' class Drivers Licence.

Training

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skills base.
- The position holder will be encouraged to attend workshops and off the job training relevant to the position.

Selection Criteria

1. Demonstrated ability to undertake manual handling tasks in an outdoor environment.
2. Demonstrated experience with fence construction and maintenance.
3. Knowledge of rabbit ecology and control methods.
4. Demonstrated knowledge of and commitment to work health and safety.
5. Ability to work as part of a team and contribute to team outcomes.

Figure 1

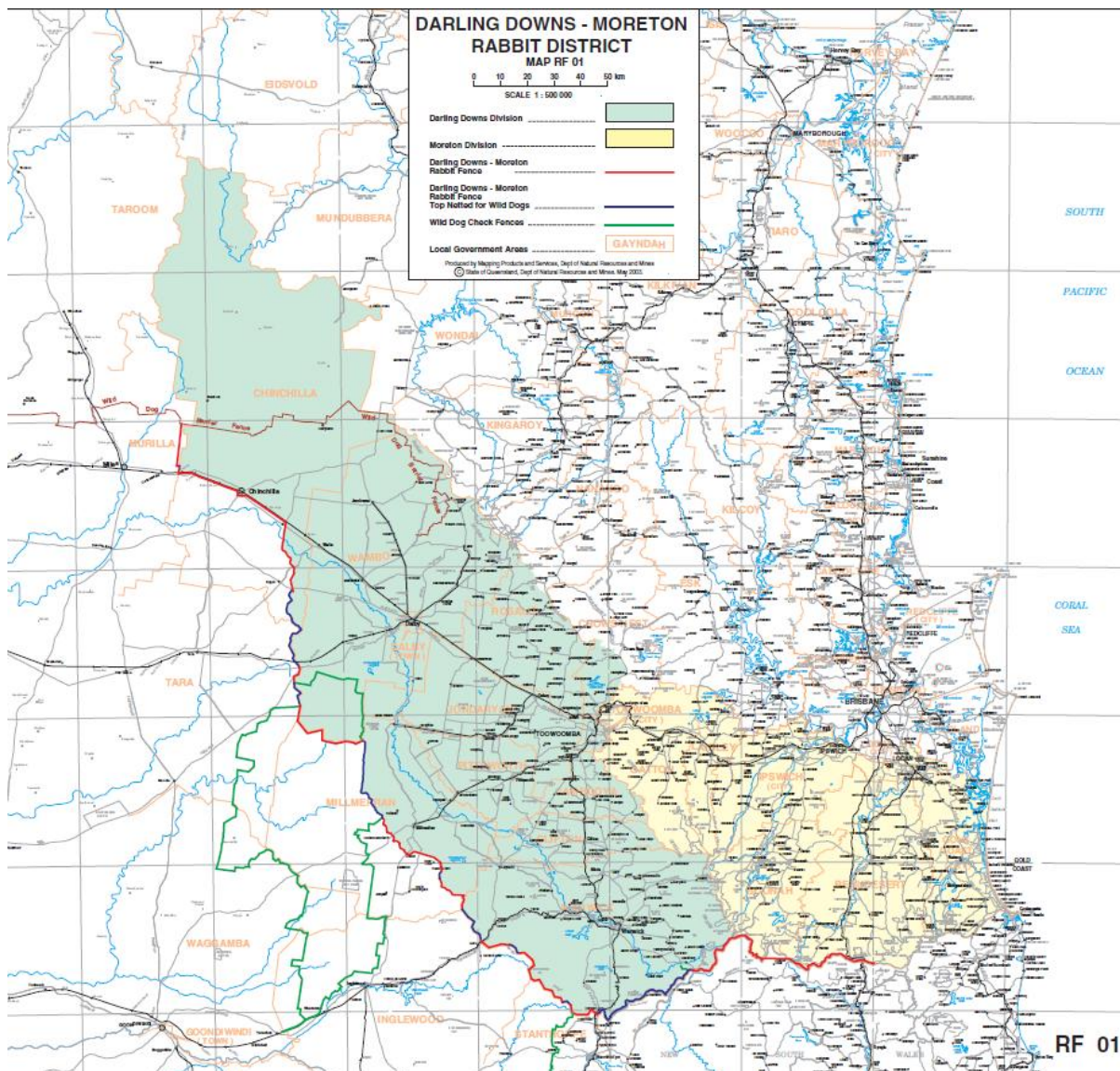


Figure 2 Organisational Structure

