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| **Position Information** |
| Job Title Deputy Chief Bush Fire Control Officer & Project officer | Classification LGO Level 4  |
| Directorate  | Service Emergency Management |
| Status Permanent Casual  | Contracted Hours 15 per week |
| Reports to Coordinator of Community Safety & Emergency Management  | Location  |
| Incumbent  | Date Appointed  |
| **Key Focus of the Team** | **Key Focus of this Position** |
| Working with (as a DCBFCO) all local brigades. Efficiently and effectively administer the Bush fire brigades with advice and provide expert technical advice on emergency related matters, including bushfires within the Shire. Working on projects and part of the Shire of Mundaring Emergency Management Team. | Contribute to the development, planning and implementation of bushfire management strategies. Organise and run the winter burning program and assist with various other projects such as but not limited to: hydrant markings, assisting with burns and identifying and prioritising works for Emergency Access Ways (EAW’s). |
| **Our Vision** |
| Connecting community and local brigades to make the community/brigades and environment safer  |
| **Our Values** |
| Shire of Mundaring takes pride in providing a workplace of choice where all employees demonstrate behaviour consistent with our values. |
| **Respect** – Taking care of yourself and others whilst honouring and supporting diversity of skills, backgrounds and perspectives. | **Excellence in Customer Service** – Total commitment to informing, educating, consulting and responding to customer needs in a respectful and professional way. |
| **Integrity** – Being who you say you are, telling the truth and being consistent and reliable. | **Innovation** – A willingness to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and creating time to reflect on issues to allow new solutions to surface. |
| **Team Spirit** – Helping others, regularly sharing thoughts and knowledge, celebrating milestones, having fun and working towards a common goal. | **Continuous Improvement** – A continual openness to learning, sharing, reflecting, challenging and improving the ways things are done. |

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| **Position Outcomes – Key Duties and Responsibilities** |
| 1. **Service Delivery**

**Outcome:** Liaise with emergency service volunteers, local governments, DFES, P&W and the community**Outcome:** Advise the community on fire related issues, issue fire permits and assist in the management of brigade fuel reduction burns**Outcome:** Help promote and maintain training standards as established by the local government and where necessary assist in the delivery of training**Outcome:** Work under and with Chief Bush Fire Control Officer when required to at incidents or times where chain of command needs to be followed.1. **Corporate Governance**

**Outcome:** Maintain a database of the result of all inspections.**Outcome:** Corporate governance requirements are met in accordance with Corporate and Service plans.1. **People and Management**

**Outcome:** Maintain a positive working relationship with your allocated brigades and advise the brigades on operational matters, mentor brigade officers, assist with succession planning and ensure that brigade officers have the necessary competencies to effectively perform their roles**Outcome:** Attend DCBFCOs meetings, Captains and 1st Lieutenants meetings and BFAC meetings  .1. **Statutory Responsibilities**

**Outcome:** A safe workplace is maintained in accordance with legislative requirements and Shire policies, procedures, practices and plans.**Outcome:** Risks are identified, assessed and treated to minimise any adverse effects on our business, our people and our community and to maximise risk opportunity.**Outcome:** The Shire’s Access and Inclusion Plan is understood, actively supported and implemented in the context of the role.**Outcome:** Records are managed in accordance with the State Records Act 2000 and Shire policies, procedures and practices. 1. **Strategic**

**Outcome:** Engage in ongoing IMT training and remain current in hazard reduction burning techniques**Outcome:** Help promote and maintain training standards as established by the local government and where necessary assist in the delivery of training**Outcome:** Engage with the community by running winter burning programs to better educate homeowners in having the confidence and ability to do their own burns |

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| **Position Requirements** |
| **Skills and Abilities** | **Essential** | **Desirable** |
| * Developed verbal and written communication and data entry skills
 | ✓ |  |
| * Developed ability to prioritise workload to achieve outcomes in a timely manner
 | ✓ |  |
| * Developed ability to liaise with internal and external customers at all levels in an informative and positive manner including conflict resolution skills.
 | ✓ |  |
| * Demonstrated ability to work independently and as part of a team.
 | ✓ |  |
| * Ability to develop and evaluate possible solutions to problems
 | ✓ |  |
| * Ability to maintain records of fire incidents and meetings attended
 | ✓ |  |
| * Self-Motivated
 | ✓ |  |
| **Knowledge** |  |  |
| * Working knowledge of the Bush Fires Act 1954
 | ✓ |  |
| * Working knowledge of bush fire fuel management practices
 | ✓ |  |
| * Knowledge of experience in fire and incident management practices
 |  |  |
| **Experience** |  |  |
| * Experience in driving 4 wheel drive vehicles in a Peth Hills or similar environment
 | ✓ |  |
| * Experience with relevant software packages including Microsoft Office
 | ✓ |  |
| * At least 6 years’ experience in a role (volunteer or paid) of similar scope and responsibility
 | ✓ |  |
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| **Training/ Qualifications** |  |  |
| * Recognised qualifications in bush fire hazard management
 |  | ✓ |
| * Current member of a brigade in the Shire of Mundaring
 | ✓ |  |
| * Fire Control Officer/Captain qualification past/present
 | ✓ |  |
| * Minimum 6 years operational experience
 | ✓ |  |
| * AIIMS Level 1
 | ✓ |  |
| **Other** |  |  |
| * Current WA “C” class Driver’s Licence (or equivalent)
 | ✓ |  |

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| **General Physical Requirements** |
| An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

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|  Frequency ([x]  as required) |  Frequency ([x]  as required) |
|  | Mainly | Frequently | Occasionally | N/A |  | Mainly | Frequently | Occasionally | N/A |
| Stand | [ ]  | [ ]  | [x]  | [ ]  | Climb/Balance | [ ]  | [ ]  | [x]  | [ ]  |
| Walk | [ ]  | [x]  | [ ]  | [ ]  | Crouch/Kneel | [ ]  | [x]  | [ ]  | [ ]  |
| Sit | [ ]  | [x]  | [ ]  | [ ]  | Talk/Hear | [ ]  | [x]  | [ ]  | [ ]  |
| Handle | [ ]  | [ ]  | [x]  | [ ]  | Taste/Smell | [ ]  | [ ]  | [ ]  | [x]  |
| Reach | [ ]  | [ ]  | [x]  | [ ]  |  |  |  |  |  |

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Council Risk Management Manual (as amended from time-to-time). |

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| **Organisational Relationship** |
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| **Extent of Authority and Accountability** |
| Under the general supervision of the Manager Community Safety & and as delegated from time-to-time, the incumbent has authority to act within predetermined Council guidelines, policies, procedures, pre-determined budgetary limits and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation and Council Policies, Procedures and Practices. |
| **Position Description Certification** |
| Prepared by Acting Manager Community Safety & Emergency Management | Effective Date 6/10/2017 |
| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Staff Signature | Date |