

POSITION DESCRIPTION

POSITION	Ranger / Maintenance Person
Reports to	CEO
Group	Operations
Level	1 to 2
Date revised	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To support operations team delivery of quality works and services in relation to land and housing assets in a safe, efficient and effective manner.

Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

Accountabilities

- Assist with and carry out caretaker maintenance and improvement of Brewarrina Local Aboriginal Land Council's assets and infrastructure including land, property and housing.
- Perform general horticultural activities including not limited to; weed and lawn maintenance, installation of watering systems, gardens, water and sewer rectification works.
- Work with the operations team to use a variety of plant and equipment to perform a broad range of maintenance activities, including general labouring duties.
- Ensure consistent delivery of the highest level of customer service and Tourism support services as required.
- Completion of relevant paperwork, reports & timesheets within required timeframes.
- Ensure safe work practices are followed including safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.

Core Responsibilities

- Support management of land and housing maintenance operations.
- Ensure effective and timely response to approved tenant requests for service/repair.

BREWARRINA ABORIGINAL LAND COUNCIL

- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

Essential Criteria

1. Current WHS General Construction Induction Card
2. Knowledge and demonstrated experience in maintenance works or equivalent (ie land, water and repair activities).
3. Well-developed interpersonal skills
4. Demonstrated experience in operating a variety of plant and equipment.
5. Proven ability to work productively as a member of a team and contribute and drive team goals.
6. Current C driver's licence

Desirable Criteria

7. Current HR or MR Licence

Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	INTERMEDIATE
Relationships	Be respectful, inclusive and collaborative in engaging with others	INTERMEDIATE
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	INTERMEDIATE
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	INTERMEDIATE

Date agreed:

Employee Name:

Employee Signature
