



Position Description  
**Pest & Weed Control Officer**

<b>Position Title:</b>	<b>Pest &amp; Weed Control Officer</b>
<b>Occupant:</b>	
<b>Reports To:</b>	<b>Vegetation &amp; Pest Management Coordinator</b>
<b>Grade:</b>	<b>11</b>
<b>Division:</b>	<b>Operations</b>
<b>Department:</b>	<b>Waste, Environment &amp; Rangers Department</b>
<b>Section:</b>	<b>Environmental Management – Vegetation &amp; Pest Management</b>
<b>Effective Date:</b>	<b>February 2015</b>
<b>Folder No:</b>	<b>F2007/00504</b>

## **1 Organisational and Purpose Context**

The position is within the Environmental Management – Vegetation & Pest Management Unit of Waste Environment & Rangers and reports to the Vegetation & Pest Management Coordinator. The position ensures the effective and efficient delivery of weeds, pest and feral animal control throughout the Local Government Area. Assist the Vegetation & Pest Management Coordinator with the functions of the *Noxious Weeds Act 1993*, *Local Government Act 1993* and relevant legislation, regulations and guidelines.

## **2 Key Criteria**

### **Essential**

- Minimum Certificate III in Chemical Safety Course (AQF3)
- Minimum Certificate III in Conservation & Land Management (Weed Control) or Horticultural, and extensive experience in weed identification and control of Noxious, Environmental and Turf weeds
- Current Pest Management Technician Licence or willingness to obtain Licence as soon as practical after appointment
- Current Waterways Boat Drivers Licence or willingness to obtain licence as soon as practical after appointment
- Experience in spray operation including boom applications
- Ability to prepare estimates and write reports for various applications
- Current Class 'C' Drivers Licence
- Working knowledge of Noxious Weeds and relevant legislation
- Current Workcover WH&S General Induction for Construction Work in NSW Ticket

### **Highly Desirable**

- Current Traffic Control Workplace Planning Ticket
- Confined Spaces Ticket
- Completion of 4WD Driver Training
- Experience in using GIS/GPS systems
- Well-developed computer skills
- Demonstrated water safety and swimming proficiency
- Previous experience working with pest animals

### **Desirable**

- Certificate IV in Conservation and Land Management (Weed Control)

- Certificate IV in Chemical Safety Course (AQF4)
- Current Design & Audit Traffic Control Plans Ticket
- Ability to compile and prepare reports for grant submissions and returns.
- Experience in control of feral pest & weeds by biological means

### **3 Duties**

1. Control and restrict the spread of weeds throughout Lake Macquarie area through identification, monitoring and effective treatment of infestations and to carry out functions under the *Noxious Weeds Act 1993*.
2. Control pests identified within Council owned properties and infrastructure and provide detailed pest inspection reports when required.
3. Control and restrict the spread of feral animals throughout Lake Macquarie area through identification, monitoring and effective treatment of outbreaks.
4. Carry out functions of the *Noxious Weeds Act 1993* including inspections of property whether privately or Council owned for infestations of noxious weeds.
5. Maintain accurate and detailed records of work activities including data entry into Council's computer system.
6. Carry out forward planning and liaise with Vegetation & Pest Management Coordinator to establish programs and update programs as required.
7. Assist Vegetation & Pest Management Coordinator where required including the development of community awareness programs and represent Council at noxious weed displays and meetings.
8. Ensure compliance with all relevant process control documents and ensure that appropriate standards and work method statements are adopted to achieve adequate safety and environmental controls.
9. Respond to all service requests in a timely and efficient manner that causes minimum inconvenience to Councils activities.
10. Prepares estimates/quotes for weed and pest control works.

### **4 Relevant Position Information**

Please note prior to an offer of employment being made, recommended candidates may be subject to the following pre-employment checks:

- Medical assessment or medical assessment with Council

This position may require:

- Work across multiple sites

## 5 Personal Characteristics

- Versatile
- Well organised
- Positive attitude
- Honest and trustworthy
- Practical
- Loyal to colleagues, the team, and the Council
- Willing to embrace change
- Service-oriented

## 6 Equal Employment Opportunity, Anti-Discrimination, and Harassment Responsibilities

### Employees

Must take all reasonable measures to ensure they do not inappropriately discriminate against or harass other employees or customers and that they comply with legislation, Council's policies, procedures, and business rules relating to discrimination, harassment, and equal employment opportunity.

## 7 Capability Framework

LMCC has a capability framework that applies to all positions in the organisation.

The following core capabilities apply to all roles.

Capability	Elements
<b>1. Customer Focus</b>	
Identifies and anticipates the needs of customers and clients (internal and/or external), delivers services that meet and exceed expectations, and helps customers, clients, and business partners achieve their goals through the application of their own skills, behaviours, and knowledge.	<ul style="list-style-type: none"><li>• Understands Customer Needs</li><li>• Ensures Quality Service Delivery</li><li>• Resolves Issues</li><li>• Strives for Continuous Improvement</li><li>• Demonstrates Professional Empathy</li></ul>
<b>2. Teamwork</b>	
Works within a team environment, cooperates with others, considers the needs of others, and helps team members to achieve team objectives.	<ul style="list-style-type: none"><li>• Demonstrates Commitment to the Team</li><li>• Plans and Organises</li><li>• Adapts to Change</li><li>• Understands Operational Environment</li><li>• Acts with Integrity</li></ul>

### 3. Corporate Governance and Risk Management

Understands and applies legislation, frameworks and policies for ensuring a safe and healthy workplace, sustainable business practices, privacy, and risk management.

- Work Health and Safety
- Governance
- Risk Management

Each position has specific functional capabilities that will be provided to you by your supervisor.