

Detailed Position Description

PD-HRM-005 Field Crew

Job title:	Field Crew
Business Unit:	Field Operations
Reporting to:	Field Supervisors, Field Team Leaders, Regional Field Operations Manager, Operations Business Unit Manager
Hours:	Full time, clock-on/off (07:00 start time)
Location:	Natural Area operation depots (Whiteman, Bibra Lake, Bunbury)
Performance Reviewed:	Annually
Last update:	15/02/2017

Purpose of the Position

NAH Field Crew conduct environmental and community project work on site as directed by the Field Supervisor(s). Field Crew are responsible for performing all tasks in accordance with NAH policies and procedures. Project contributions are to be of a high standard, proficient and in line with OHS and project specific guidelines.

It is important to note that outlined below is the minimum standard required for this position.

Part 1 | Responsibilities and Key Performance Indicators (KPIs)

Work Expectation:	Key Performance Indicators:
Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings	
<ul style="list-style-type: none"> ▪ Meeting and exceeding NAH policies and procedures. ▪ Using NAH systems and contributing to their development. ▪ Contributing to team work and building. ▪ Adhering to professionalism, uniform and NAH quality standards. ▪ Showing a commitment to commercial efficiency. 	<ul style="list-style-type: none"> a) Zero documented performance improvement notices within the period. b) Zero reports of harassment or bullying in the workplace c) Arrive on time or early for work, prepared for the day's work
Responsibility 2: Adhere to NAH and statutory Occupational Health and Safety (OHS) work standards and ISO 9001 quality work standards	
<ul style="list-style-type: none"> ▪ Comply with NAH and site OHS requirements. ▪ Report hazards and/or incidents in accordance with NAH procedures. ▪ Be responsible for yours and others safety at NAH operation depots, offices, nursery and works sites (duty of care). ▪ Implement the NAH quality management system and contribute to its continuous improvement. ▪ Report any non-conformance with the NAH quality management system to the Quality Manager, undertake corrective action as required. ▪ Understand safety requirements for herbicides used including appropriate PPE 	<ul style="list-style-type: none"> a) All non-conformances and/or incidents are reported according to NAH OHS and Quality standards b) Zero non-conformances for serious breaches of company policy c) At least two improvement suggestions forwarded to QA manager per annum. d) Read and sign all JSAs e) Familiarise with all SOP/SWP
Responsibility 3: Perform field duties	
Work Expectation:	Key Performance Indicators:

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Work Expectation:

- Undertake field duties in accordance with NAH Standard Operating Procedures (SOPs), industry standards and OHS, including but not limited to:
 - weed control
 - erosion control
 - foreshore restoration
 - sand dune restoration
 - site clean-up
 - native landscaping
 - revegetation
- Seek out productivity targets from Team Leaders and aim to meet or exceed these targets.
- Understand herbicide mode of transport etc (as detailed in the spray training manual)
- Actively seek out productivity targets for all works
- Participate in the plant ID quiz by sending answers through weekly
- Ensure consistency in work output

Key Performance Indicators:

- a) At least one photo per week sent to the RFOM/Laura
- b) Fill out training manuals on the day of works completed
- c) increase plant ID knowledge (one new plant per week)
- d) actively participate in plant ID quiz
- e) complete spray training manual by the end of the spray season

Responsibility 4: Use all tools and equipment according to NAH procedure and as per manufactures guidelines

Work Expectation:

- Prepare and return appropriate tools, equipment, PPE, signage in a timely manner.
- Only use equipment you have been trained (internally or externally) on.
- Plan and prepare your day's activities; follow the equipment checklists and direction from Team Leaders/Supervisors.
- Ensure the best possible care, cleanliness and maintenance is taken with NAH equipment, tools, vehicles etc.
- Damage or loss of assets from misuse or negligence is not acceptable.
- Understand basic maintenance of Quikspray units
- Be familiar with Natural Area's SOP/SWP on all equipment

Key Performance Indicators:

- a) Zero instances of tools lost, damaged or left on site
- b) Zero instances of reversing incidents without the use of a spotter
- c) Complete all three modules of the herbicide training manual and manual weed control manual
- d) Read all SOP/SWPs in relation to equipment

Responsibility 5: Document and report daily activities

Work Expectation:

- Complete Daily Work Sheets (DWS) accurately.
- Report all injuries, equipment damage or failure using relevant NAH reporting systems.
- Clearly and concisely write and (if required) verbally communicate and completion documentation in a time efficient manner.
- Reporting all OHS matters through the OHS representative.

Key Performance Indicators:

- a) Zero instances of incomplete DWS
- b) Zero instances of incomplete or inaccurate reporting of injuries, equipment damage or failure
- c) Non-conformances are completed within 24 hours of incident occurring.
- d) Ensure all ISO file names are adhered to with appropriate storage and filing

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Work Expectation:	Key Performance Indicators:
Responsibility 6: Interact with the community, client representatives and other Natural Area staff in a positive and effective manner	
<p>Work Expectation:</p> <ul style="list-style-type: none"> ▪ Uphold the NAH image, brand, reputation and integrity at all times in the field by conducting and presenting yourself in a professional manner. ▪ Display a commitment to personal development and support good team morale. 	<p>Key Performance Indicators:</p> <ul style="list-style-type: none"> a) Zero instances of complaint from members of the public, Client or team members in regards to appearance and/or professionalism.

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Part 2 | Qualifications, Training and Personal Qualities

Essential	Desirable
Academic & Trades Qualifications*	
<ol style="list-style-type: none"> 1. First aid 2. WA manual motor vehicle licence 3. Police clearance 4. White Card - Construction training induction 5. WA pesticide licence 6. TAFE Cert IV Conservation & Land Management or tertiary qualification in an environmental discipline. 	<ol style="list-style-type: none"> 1. Bachelor of Environmental Science tertiary qualification (or equivalent) 2. Snake handling certification 3. Traffic management 4. Working at Heights training 5. HR driver's licence 6. Forklift certification 7. Chainsaw certification 8. Excavator operation certification
Work Experience & Skills	
	<ul style="list-style-type: none"> ▪ 1 + year of relevant field experience ▪ Native flora, fauna and weed species knowledge
*It is your responsibility to provide evidence of your training to HR and to notify HR when your training qualifications expire and require renewal.	
Personal Qualities & Behavioural Traits	
<ul style="list-style-type: none"> ▪ Good time management and decision making ability ▪ Good written and verbal communication skills ▪ Proficiency with all works ▪ Commitment to personal development ▪ High level of professional presentation ▪ Able to work in a team environment, responsive to direction ▪ Punctual and prepared ▪ Organised with attention to detail ▪ Genuine interest and passion in native bushland management ▪ Excellent motor vehicle record 	



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Part 3 | Relationships & Acknowledgement

Relationships	
Field Supervisor	Field Crew will be trained by the Field Supervisor with ongoing support and supervision. Daily interaction regarding all work related issues is required. Questions relating to work specification should be directed to Field Supervisors directly.
Team Leader	Field Crew will report to Team Leader on a daily basis and take direction when Field Supervisor is absent
Regional Field Operations Manager	Field Crew will take direction from the RFOM on an as needed basis in absence of the Field Supervisors and Field Team Leader. Field Crew should seek out RFOM to discuss issues which could/are effecting works such as personal issues or workplace harassment.
Operations Business Unit Manager	Field Crew will take direction from the OBUM on an as needed basis. Field Crew should not need to direct issues/questions to the OBUM.
Environmental Programs Business Unit	Field Crew will take direction from the EPBUM on an as needed basis. Field Crew should not need to direct issues/questions to the EPBUM.
Managing Director	Field Crew will take direction from the Managing Director on an as needed basis. Field Crew should not need to direct issues/questions to the Managing Director.
Nursery Business Unit	Field Crew will take direction from the Nursery Manager and Nursery Production Manager on matters relating to plant supply for project works. This includes taking plants from the correct location and returning plants to the correct location at the Natural Area nursery.
Consulting Business Unit	No direct relationship.

Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____

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Part 4 | Associated Documentation

The following documents are vital to understanding your role and Natural Area's occupational, health, safety, environment, quality and human resource policy and procedure. These documents are available in hard and soft copy (via the DropBox) at the Whiteman and Beelihar depots. You can email info@naturalarea.com.au to request electronic copies.

Document	Document Code
NAH Employee Induction Manual	MAN-QMS-004
NAH Employment Offer and Information Manual	MAN-HRM-001
NAH Environmental Management Plan	NAMP-EMS-001
NAH Occupational Health & Safety Management Plan	NAMP-OHS-001
NAH Quality Manual	MAN-QMS-006
Relevant Standard Operating Procedures	
Weed Control: Application of Herbicides	MAN-QMS-001
Weed Control: Manual Weed Control (small motors)	MAN-QMS-003
Your employment contract with Natural Area Holdings Pty Ltd.	