

Detailed Position Description

PD-HRM-005 Environmental Field Technician

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| Job title: | Environmental Field Technician |
| Business Unit: | Field Operations |
| Reporting to: | Field Supervisors, Field Team Leaders, Regional Field Operations Manager, |
| Hours: | Full time, clock-on/off (07:00 start time) |
| Location: | Natural Area operational depots (Whiteman, Beeliar, Malaga) |
| Performance Reviewed: | Annually |
| Last update: | 22/04/2021 |

Purpose of the Position

NAH Environmental Field Technicians conduct environmental and community project work on site as directed by the Field Supervisor(s). Environmental Field Technicians 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) Always arrive on time or early for work, prepared for the day's work |
| Responsibility 2: Adhere to NAH and statutory requirements in relation to Occupational Health and Safety (OHS), quality management and environmental management | |
| <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). ▪ Understand safety requirements for herbicide use including appropriate PPE. ▪ Implement the NAH quality management system (QMS) and contribute to its continuous improvement. ▪ Implement the NAH environmental management system (EMS) and contribute to its continuous improvement. ▪ Implement the NAH occupational health & safety management system (OHSMS) and contribute to its continuous improvement. ▪ Report any non-conformance with the NAH QMS, EMS and or OHSMS, undertake corrective action as required. | <ul style="list-style-type: none"> a) All non-conformances and/or incidents are reported according to NAH OHS/EMS/QMS procedures 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 |

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| Responsibility 3: Perform field duties | |
| <ul style="list-style-type: none"> ▪ Undertake field duties in accordance with NAH Standard Operating Procedures (SOPs), industry standards and OHS requirements, including but not limited to: <ul style="list-style-type: none"> - weed control - erosion control - foreshore restoration - sand dune restoration - site clean-up - native landscaping - revegetation ▪ Seek out productivity targets from Team Leaders/Supervisors and aim to meet or exceed these targets. ▪ Understand herbicide mode of action. ▪ Participate in the plant ID quiz. ▪ Ensure consistency in work output. | <ul style="list-style-type: none"> a) At least one photo per week posted in group Team chat b) Fill out training manuals on the day of works completed c) Actively participate in plant ID quiz (75% response rate) d) Complete relevant sections of training manuals by the end of the spray season e) Shape files and track logs are completed accurately and submitted to the Programs office at the end of every day (where applicable to Client works). |
| Responsibility 4: Use all tools and equipment according to NAH procedure and as per manufactures guidelines | |
| <ul style="list-style-type: none"> ▪ 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 on all equipment. | <ul style="list-style-type: none"> 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 modules in the training manuals (excluding chainsaw use) within the first year of employment. d) Sign-off on all SOPs in relation to equipment usage. |
| Responsibility 5: Document and report daily activities | |
| <ul style="list-style-type: none"> ▪ Complete Electronic Daily Work Sheets (EDWS) accurately. ▪ Report all injuries, equipment damage or failure using relevant NAH reporting systems. ▪ Clearly and concisely write, verbally communicate (if required) and complete documentation in a time efficient manner. ▪ Reporting all OHS matters through the HSR. | <ul style="list-style-type: none"> a) Zero instances of incomplete or inaccurate EDWS. b) Zero instances of incomplete or inaccurate reporting of injuries, equipment damage or failure. c) Incident Report forms 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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| Responsibility 6: Interact with the community, client representatives and other Natural Area staff in a positive and effective manner | |
| <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. ▪ Workplace bullying and harassment are not acceptable and can result in instant dismissal. ▪ Display a commitment to personal development and support good team morale. | <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. |

Part 2 | Qualifications, Training and Personal Qualities

| Essential | Desirable |
|---|--|
| Academic & Trades Qualifications* | |
| <ol style="list-style-type: none"> 1. WA pesticide licence 2. WA manual motor vehicle licence 3. First aid 4. Chainsaw certification 5. Police clearance 6. White Card - Construction training induction 7. 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. 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 |
| 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 | |
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| Field Supervisor | Environmental Field Technician's 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 | Environmental Field Technician's will report to Team Leader on a daily basis and take direction when Field Supervisor is absent |
| Regional Field Operations Manager | Environmental Field Technician's will take direction from the RFOM on an as needed basis in absence of the Field Supervisors and Field Team Leader. Environmental Field Technician's should seek out RFOM to discuss issues which could/are affecting works such as personal issues or workplace harassment. |
| Health & Safety Reps (HSR) | Environmental Field Technicians can discuss and report any Health & Safety issues to the HSR. |
| Health, Safety, Environment & Quality Manager (HSEQ) | Environmental Field Technicians can discuss any issues with the Natural Area OHS, EMS or QMS (certified management systems) with the HSEQ Manager. |
| Training & Quality Control Manager | Environmental Field Technician's will take direction from the TQCM on an as needed basis. The TQCM will provide training on an ongoing basis for various works |
| HR Manager | Environmental Field Technicians will liaise with the HR Manager on matters relating to HR including training records. If the RFOM is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment then the HR Manager should be approached. |
| General Manager | Environmental Field Technician's will take direction from the General Manager on an as needed basis. If the RFOM/HR Manager is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment then the General Manager should be approached. |
| Managing Director | Environmental Field Technician's will take direction from the Managing Director on an as needed basis. Environmental Field Technician's should not need to direct issues/questions to the Managing Director. If the RFOM/HR Manager or GM is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment then the Managing Director should be approached. |
| Programs BU & Programs Business Unit Manager | Environmental Field Technician's will take direction from the EPBUM on an as needed basis. |
| Projects BU & Project Managers | Environmental Field Technician's will take direction from Project Managers on an as needed basis. |
| Nursery BU & Nursery Manager | Environmental Field Technician's will take direction from the Nursery BU 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 BU & Environmental Scientists | Environmental Field Technicians can seek advice from the Consulting BU on matters relating to plant identification (via Teams). |



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Employee Name _____

Employee Signature _____

Date _____

Manager Name _____

Manager Signature _____

Date _____