

Detailed Position Description

PD-HRM-018 Environmental Field Technician

Job title:	Environmental Field Technician (EFT)
Business Unit:	Field Operations
Reporting to:	Operations Manager - Field
Hours:	Full time or Casual as per contract (7am-3.30pm)
Location:	Natural Area operational depots (Whiteman, Beeliar, Malaga) and Nursery (based at Whiteman)
Performance Reviewed:	Annually

Purpose of the Position

NAH Environmental Field Technicians conduct environmental and community project work on site as directed by the Environmental Team Leader(s) or in the Natural Area Nursery as directed by the Nursery Team Leader(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. Environmental Field Technicians may be scheduled to work from any NAH Field depot, Nursery or project site.

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 teamwork and team 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) Adherence to employee development plan, agreed to with direct report.
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. 	<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. d) At least two improvement suggestions forwarded to HSEQ manager per annum.



Detailed Position Description

PD-HRM-018 Environmental Field Technician

Work Expectation	Key Performance Indicators
<ul style="list-style-type: none"> Report any non-conformance with the NAH QMS, EMS and or OHSMS, undertake corrective action as required. 	
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 Env. Team Leaders/Coordinators 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 Environmental Coordinators & Team Leaders. 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 and on the day of scheduled works. 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.

Detailed Position Description

PD-HRM-018 Environmental Field Technician

Work Expectation	Key Performance Indicators
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.
Responsibility 7: Undertake horticultural duties as outlined in PD-HRM-008 Horticulturalist	
<ul style="list-style-type: none"> ▪ As directed and as required, undertake the duties outlined in PD-HRM-008, including but not limited to: <ul style="list-style-type: none"> – Undertake general nursery duties in accordance with relevant SOP's and as directed by Nursery management – Potting on/up with consideration to species environmental and pH requirements – Grading (i.e. sorting plants according to quality) to resolve plant health issues and for orders – Weeding by hand and chemical treatments – Work efficiently and productively within a team and in unsupervised environments to meet and/or exceed set production and grading targets in accordance with SOPs and NGIA accreditation guidelines. – Carry out deliveries in the most efficient way possible, this includes predetermining the route and time schedule, communicating with Nursery Operations Manager and Clients if any delays are expected. 	<ul style="list-style-type: none"> a) Potting on rate to be acceptable for the species involved with a usual minimum of 160hr if filling your own pots and 190/hr if using pre-filled pots b) Grading rates to be acceptable for the order being graded with a usual minimum of 400 plants/hour

Detailed Position Description

PD-HRM-018 Environmental Field Technician

Part 2 | Qualifications, Training and Personal Qualities

Essential	Desirable
Academic & Trades Qualifications	
<ol style="list-style-type: none"> 1. Completed, relevant TAFE or University studies in relevant environmental field (i.e. Cert III Conservation & Land Management/Conservation & Ecosystems Management/Horticulture or Bachelor Degree in science/environmental science/environmental management/conservation & wildlife biology 2. WA Pesticide Management Technician Licence 3. WA Driver's Licence 4. First aid 5. Police clearance 6. White Card - Construction training induction 	<ol style="list-style-type: none"> 1. Snake handling certification 2. Traffic management 3. Working at Heights training 4. HR driver's licence 5. Forklift certification 6. Excavator operation certification 7. WA Manual Driver's Licence 8. Chainsaw certification
Work Experience & Skills	
	<ol style="list-style-type: none"> 1. 1 + year of relevant field experience 2. 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 	

Part 3 | Relationships & Acknowledgement

Reporting Line Relationships	
Environmental Team Leaders	Environmental Field Technicians will be guided and trained by Environmental Team Leaders on a daily basis, when scheduled for general Field activities.
Environmental Coordinator	Environmental Field Technicians will be guided and trained by Environmental Coordinators on a daily basis, when scheduled for general Field activities. Environmental Coordinators are responsible for overseeing the Probationary Period (Training) Process.
Operations Manager - Field	Environmental Field Technicians report directly to the relevant Field Operations Manager.
General Manager – Field Operations	Environmental Field Technicians will take direction from the General Manager – Field Operations on an as needed basis. If the Operations Manager- Field/HR Manager/HR Coordinator is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment, then the General Manager – Field Operations should be approached.
Chief Operating Officer	Environmental Field Technicians will take direction from the Chief Operation Officer on an as needed basis. If the Operations Manager/HR Manager/HR Coordinator are unable to



Detailed Position Description

PD-HRM-018 Environmental Field Technician

Reporting Line Relationships	
	assist with issues which could/are affecting works such as personal issues or workplace harassment, then the General Manager should be approached.
Managing Director/Company Director	Environmental Field Technicians will take direction from the Managing Director/Company Director on an as needed basis. Environmental Field Technicians should not need to direct issues/questions to the Managing Director/Company Director unless no other line report are available or the concern is of an emergency nature/out of office hours. If the General Manager – Field Operations/HR Manager/HR Coordinator or GM is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment, then the Managing Director/Company Director should be approached.
Nursery Team Leader	Environmental Field Technicians will be guided and trained by Nursery Team Leaders when scheduled for Nursery work
Nursery Coordinator	Environmental Field Technicians will be guided and trained by the Nursery Coordinator on a daily basis, when scheduled for nursery work.
Nursery Operations Manager	Environmental Field Technicians will take direction from the Nursery Operations Manager on matters relating to plant supply for project works, and in relation to all nursery duties if scheduled to assist the Nursery. This includes taking plants from the correct location and returning plants to the correct location at the Natural Area Nursery.
General Relationships	
Senior Environmental Field Technician	Daily interaction regarding all work-related questions as required.
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.
HR Manager/HR Coordinator	Environmental Field Technicians will liaise with the HR Manager on matters relating to HR including training records. If the Operations Manager is unable to assist with issues which could/are affecting works such as personal issues or workplace harassment, then the HR Manager/HR Coordinator should be approached.
Business Integration & Contracts BU & Manager	Environmental Field Technicians will receive support and provide project feedback to the BIC Team on an as needed basis.
Projects BU & Project Managers	Environmental Field Technicians will take direction from Project Managers on an as needed basis, when scheduled to support the Projects BU.
Consulting BU & Environmental Scientists	Environmental Field Technicians may receive advice from the Consulting BU on matters relating to plant identification (via Teams).
Vertebrate Pest BU & Manager	no direct relationship

Employee Name _____

Employee Signature _____

Date _____

Employer Representative _____

Employer Representative Signature _____

Date _____



Detailed Position Description

PD-HRM-018 Environmental Field Technician

Document Title	PD-HRM-018 Environmental Field Technician				
Location	https://naturalarea.sharepoint.com/sites/MSMasterSP/Shared Documents/Human Resource System/HRM Position Descriptions/PD HRM 018 Environmental Field Technician.docx				
Draft/Version No.	Date	Changes	Prepared by	Approved by	Status
V1	11/07/2023	New doc			Superseded
V2	27/11/2023	Review	KC	BC	Superseded
V3	09/02/2024	Horticulture resp. position title changes	BC/DS	DS	Released