

Detailed Position Description

PD-HRM-018 Environmental Field Technician

Position title:	Environmental Field Technician (EFT)
Position type:	Full Time, Casual
Business Unit:	Field Operations
Reporting to:	Operations Manager - Field
Hours:	Clock on/clock off, as per contract (7am-3.30pm/6am-2:30pm (summer))
Award:	Gardening & Landscape Services Award
Location:	Natural Area operational depots (Whiteman, Beeliar, Malaga) and Nursery (based at Whiteman)
Performance Reviewed:	Annually

Employee Name		
Employee Signature		Date
Employer Representative Name		
Employer Representative Signature		Date

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 WHS 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.

Work Expectation	Key Performance Indicators
Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings	
1. Complete works in an environmentally responsible way	a) 100% compliance with NAH EMS Policy
2. Meeting and exceeding customer expectations	b) Zero instances of unsatisfied customers, measured via feedback
3. Use the training provided to follow best practice natural area management	c) Adherence to employee development plan
4. Demonstrate commercial efficiency	d) Improvement suggestions provided
5. Develop good working relationships with peers	e) Zero reports of harassment or bullying in the workplace
6. Produce quality work outcomes	f) Zero non-conformance reports
7. Show respect for the laws of the land, mindful of its history and traditional ownership	
Responsibility 2: Adhere to NAH and statutory requirements in relation to workplace health and safety (WHS), quality management and environmental management	
1. Be responsible for yours and others safety at NAH operation depots, offices and works sites (duty of care)	a) Zero incidents reported for failure to meet duty of care
2. Adhere to NAH policy and procedure	b) Zero non-conformances for serious breaches of company policy
3. Follow the NAH Process Map	c) HSEQ Integrated Manual is reviewed annually

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Work Expectation	Key Performance Indicators
<ol style="list-style-type: none"> Implement NAH workplace health and safety, quality management and environmental management, which combined makes up the NAH Health Safety Environmental & Quality (HSEQ) System and contribute to its continuous improvement Report any non-conformance, including hazards & incidents with the HSEQ system, undertake corrective and preventative action as required 	<ol style="list-style-type: none"> All non-conformances are reported according to NAH policy & procedure.
Responsibility 3: Perform field duties	
<ol style="list-style-type: none"> Undertake field duties in accordance with NAH Standard Operating Procedures (SOPs), industry standards and WHS requirements, including but not limited to: <ol style="list-style-type: none"> weed control erosion control foreshore restoration sand dune restoration site clean-up native landscaping revegetation fire fuel load reduction using small motor equipment Seek out productivity targets from Senior Env. Field Technician/ Team Leaders or Coordinator and aim to meet or exceed these targets. Understand herbicide mode of action. Participate in the plant ID quiz. Ensure consistency in work output. 	<ol style="list-style-type: none"> At least one photo per week posted in group Team chat Fill out training manuals on the day of works completed Actively participate in plant ID quiz (75% response rate) Complete relevant sections of training manuals by the end of the spray season 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	
<ol 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. 	<ol style="list-style-type: none"> Zero instances of tools lost, damaged or left on site. Zero instances of reversing incidents without the use of a spotter. Complete all modules in the training manuals (excluding chainsaw use) within the first year of employment. Sign-off on all SOPs in relation to equipment usage.
Responsibility 5: Document and report daily activities	
<ol style="list-style-type: none"> Complete Electronic Daily Work Sheets (eDWS) accurately and on the day of scheduled works. 	<ol style="list-style-type: none"> Zero instances of incomplete or inaccurate EDWS.

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Work Expectation	Key Performance Indicators
2. Report all injuries, equipment damage or failure using relevant NAH reporting systems. 3. Clearly and concisely write, verbally communicate (if required) and complete documentation in a time efficient manner. 4. Reporting all OHS matters through the HSR.	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.
Responsibility 6: Interact with the community, client representatives and other Natural Area staff in a positive and effective manner	
1. Uphold the NAH image, brand, reputation and integrity at all times in the field by conducting and presenting yourself in a professional manner. 2. Workplace bullying and harassment are not acceptable and can result in instant dismissal. 3. Display a commitment to personal development and support good team morale.	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	
1. As directed and as required, undertake the duties outlined in PD-HRM-008, including but not limited to: <ul style="list-style-type: none"> i. Undertake general nursery duties in accordance with relevant SOP's and as directed by Nursery management ii. Potting on/up with consideration to species environmental and pH requirements iii. Grading (i.e. sorting plants according to quality) to resolve plant health issues and for orders iv. Weeding by hand and chemical treatments v. 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. vi. 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. 	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

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Essential <i>Minimum required for role</i>	Desirable <i>Training provided as and when required</i>	Beneficial <i>Not essential for role</i>
Tertiary, training & qualifications		
1. Tertiary qualification (TAFE or University) in relevant environmental field	1. Green Card	1. 4WD training (Operate a 4WD Vehicle)
2. WA Driver's Licence (C-A Class, Auto)	2. Working at Heights	2. WA Driver's Licence (C Class Manual)
3. White Card		
4. First Aid Certificate		
5. Police Clearance		
6. Chainsaw Training (Operate & Maintain Chainsaws or Chainsaw SkillSet)		
7. WA Pest Management Technician Licence		
Work experience		
1. Native and weed species identification skills		
Skills		
Communication skills		
2. Apply critical thinking to analyse and interpret textual information.		
3. Read and interpret maps and diagrams.		
4. Read and comprehend company documentation such as Standard Operating Procedures and Policy documents.		
5. Engage in discussions or provides information using appropriate vocabulary and non-verbal features.		
6. Uses listening and questioning techniques to confirm understanding and to engage the audience.		
Self-management Skills		
1. Adapts personal communication style to model behaviours, build trust and positive working relationships, and to support others.		
2. Organised with attention to detail		
3. Punctual		
4. High level of professional presentation		
5. High levels of self-motivation		
6. Commitment to personal development; striving for betterment, open and seeking of feedback.		
7. Growth mindset.		
Teamwork Skills		
1. Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders		
2. Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others		
3. Flexibility and resilience within a team environment.		
Driving Skills		
1. Excellent motor vehicle record.		
2. Good spatial awareness.		
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.	

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Reporting Line Relationships	
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 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



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Document Title		PD-HRM-018 Environmental Field Technician			
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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	Superseded
V4	23/07/2025	Annual review	KC	BC	Released