

Position Description



Ranger: Women Ranger Program

Job Title:	Ranger
Award:	Queensland Local Government Industry Award (Stream B) – State 2017
Division	Division 2, Section 5 Operational Services
Classification:	Level 1 – 3 depending on experience
Location:	Kowanyama
Employment Type:	Full Time/Part Time
Department:	Roads, Infrastructure and Essential Services
Reports To:	Manager Environmental Health
Approved:	Chief Executive Officer
Version Date:	February 2026

Position Objective

Rangers assist in providing effective management of the natural and cultural resources of Kowanyama land and sea country, the community of Kowanyama, and associated lands including the Oriners & Sefton pastoral leases. The primary activities of the Kowanyama Land & Sea Rangers include:

- Natural resource management
 - Coastal and Fisheries surveillance and protection
 - Cultural resource documentation and management.
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Key Responsibilities

Under the direction of the Senior Rangers, undertake a range of activities including but not limited to:

- Maintaining an effective, orderly and safe working environment across all Ranger operations including on Kowanyama Aboriginal Lands and Oriners–Sefton leasehold.
 - Maintain accountability for machinery, tools, and vehicle operations at all times.
 - Maintain appropriate training and safety procedures of the equipment/tools and facilities used by the Ranger service, including boats & motors, trailers, all-terrain vehicles, chainsaws, lawn mowers, weed spray units and tractors, small motors, pumps and generators.
 - Participate in Natural Resource Management Ranger work on Country.
 - Participate in cultural education activities including engagement with school programs and preparation of educational materials.
 - Administration – routine reporting, basic computer work, use of files, answering telephones.
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- Other duties as required.

Selection Criteria

Qualifications

Essential

- Current unencumbered Open Driver's license.
- Experience in safely operating and maintaining equipment and vehicles.
- Organisational ability to accept and manage work responsibilities and accountabilities in a methodical manner.
- Be prepared to travel away from home involving camping on country and training for extended periods of time.
- Must be a full-time resident of Kowanyama, identifying as a traditional owner of the Kokoberra, Kunjen, or Kokomenjena groups.

Desirable

- Experience with natural resource management field work.
- Knowledge of computers including email and inventory of equipment.
- Knowledge of fencing, weed spraying and feral animal control equipment.
- Be prepared for training in Fire Management, travel in helicopters, 4x4 vehicles, ATVs, and quad bikes.
- Good knowledge of Kowanyama Aboriginal lands and Sefton-Oriners Stations.
- Ability to communicate well with both indigenous and non-indigenous people.
- Previous unpaid volunteer work in assisting Ranger work will be highly regarded.
- Possess good cultural knowledge including bush tucker harvest and preparation, bush medicines, story places, and traditional Lore.

Key Performance Indicators

Work Performance	<ul style="list-style-type: none"> • Set an example in the community by maintaining a professional and courteous public presentation. • Be prepared to wear a uniform while on work hours. • Be reliable and responsible. This includes being on time and being a self-starter. • Be willing to work well in a team. • Be willing to undertake appropriate training where required for your role. • Maintain an effective, orderly and safe working environment in the Ranger operations at all times. • Achieve necessary qualifications for Rangers, as determined through Annual Work Plan. • Support and work well with other Rangers. • Submit Ranger Daily Reporter entries at least 85% of working days.
Equipment	<ul style="list-style-type: none"> • Maintain accountability for Council's machinery, tools and vehicles.
Customer Service	<ul style="list-style-type: none"> • Maintain a high level of customer services towards all clients. • No substantiated complaints. • No breaches of confidentiality.
Workplace Health and Safety	<ul style="list-style-type: none"> • Comply with all work health and safety legislation, codes of practice and procedures. • Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

	<ul style="list-style-type: none"> Contribute positively to improvement initiatives. Demonstrate a strong focus on workplace safety in accordance with Industry standards.
Adherence to Council's policies and procedures	<ul style="list-style-type: none"> Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. No breaches of Council's policies and procedures Involvement in the organisation promoting a sense of ownership and teamwork into the organisation. Maintaining current licences Maintaining a Police Clearance Support workplace values including commitment to a diverse, equitable and safe workplace.

Corporate Responsibilities

Policy and Procedural Responsibilities

- Familiarise yourself with and adhere to all council policies and procedures.

Officer Code of Conduct

- Follow the behaviours, responsibilities, and actions outlined in Council's Officer Code of Conduct. Non-compliance may result in disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees always maintain a current manual "C" class driver's licence where driving forms part of regular work activities.

Organisational Relationships

Reports To:	Manager Environmental Health
Internal Liaison:	Chief Executive Officer and all Kowanyama Aboriginal Shire Council employees and Councillors

External Liaison:	Federal and state government agencies, statutory authorities, contractors, members of the community and visiting environmental researchers.
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Mandatory Requirements

- Police Clearance
- Blue card (or ability to get obtain)
- Current C Class Driver Licence

Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.