

Sanctuary Officer (NW) - Mechanical

Mornington Wildlife Sanctuary, Central Kimberley

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia – 27 properties covering more than 4.6 million hectares – protecting more than 1,200 fauna species through active land management informed by strategic scientific research. Four of these sanctuaries, encompassing more than 2.6 million ha are located in the central Kimberley – Mornington, Marion Downs, Charnley River, Tableland, Yampi Sound Training Area and the Dambiminingari Indigenous Protected.

AWC is seeking an experienced Mechanic to oversee the repair and maintenance of the Kimberley fleet. The role is based at the Mornington Wildlife Sanctuary, but work is across all 4 sanctuaries. At times you will be required to travel to other AWC Sanctuary's across Australia.

The successful candidate will have wide range of experience in the mechanics trade ideally in rural and remote settings. Skills in metal fabrication will be looked on favorably. You will be capable of working with a wide range of people including sanctuary managers, land managers, scientists, volunteers, visitors, AWC rangers and be committed to helping AWC develop and implement a new model for conservation.

Based at Mornington Wildlife Sanctuary (88 km south of the Gibb River Road), where basic on-site accommodation is provided, this is a unique opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia.

Enquiries: Peter McKay, Regional Operations Manager

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Applications to: employment@australianwildlife.org

CV & letter addressing competencies, qualifications and licenses & certificates contained in the job description.

Closing date for applications: Friday 17th Aug 2018

Position Profile

Designation:	Sanctuary Officer (NW) - Mechanical
Reporting to:	Regional Officer (NW) - Mechanical
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Mornington Wildlife Sanctuary, central Kimberley WA with responsibility extending to other AWC locations. <i>Basic single accommodation with shared amenities provided at Mornington Wildlife Sanctuary for the successful applicant.</i>

Organisational context:

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the effective conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia - 27 properties, covering 4.6 million hectares - protecting more than 1,200 fauna species through active land management informed by strategic scientific research.

Six of these sanctuaries are located in the central Kimberley. Mornington, Marion Downs, Tableland and Charnley River-Artesian Range, Yampi Sound Training Area and the Dambimingari Indigenous Protected Area cover a combined area of over 2.6 million ha and protect numerous threatened habitats and species. The Wildlife Link Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

The north-west region has approximately 15 full-time staff who reside at Mornington for the whole year, plus a team of seasonal staff comprising of an indigenous ranger group, several students, Interns, and a range of volunteers that work on an array of projects. During the dry season Wilderness Camps operate at Mornington and Charnley River which showcase AWC's work in the Kimberley and its other sanctuaries with a team of around 20 seasonal staff. Day-to-day operations in the north-west are overseen by the Regional Operations Manager and Regional Ecologist who report to the National Operations Manager and the National Conservation & Science Manager, respectively.

The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

Other key positions in NW

Sanctuary Officer (NW) – Mechanical will report to and support the Regional Officer (NW) - Mechanical, but will liaise closely with other staff in the NW, in particular:

- Mornington Sanctuary Manager who oversees the operations at Mornington;
- Charnley River Sanctuary Manager who oversees the operations at Charnley River-Artesian Range;
- Yampi Sound Training Area & Dambimingari Protected Area Sanctuary Manager who oversees the operations at Yampi Sound Training Area & Dambimingari Protected Area;
- Land Management Officer – Asset and Infrastructure (NW) who carry out operational activities across the Kimberley properties and support the Sanctuary manager;

- Charnley River Sanctuary Manager who oversees the operations at Charnley River-Artesian Range;
- Administration & Operations Support Officer who manages finance and other admin, and assists with coordination of operations and logistics;
- A team of ecologists, overseen by the Regional Ecologist, who implement the NW conservation and science programs.
- Wilderness Camp Manager and Handyman (Charnley River and Mornington) who is responsible for grounds and infrastructure associated with the camp, including visitor accommodation, restaurant, kitchen and amenities.

Critical Competencies:

1. Demonstrated practical skills in relation to **mechanical** repairs and maintenance to:
 - a. A variety of vehicles (mainly diesel – but some petrol, 1970's to present day) including 4WD's, UTV's, graders, bulldozers, tractors and trucks.
 - b. Plant and equipment including generators, compressors, small engines, pumps etc (any experience with solar power systems well regarded).
2. A broad knowledge of relevant trades - welding, steel fabrication, auto-electrical, body work and panel repairs are essential; building, fencing and plumbing is desirable.
3. Ability to improvise and problem-solve, developing practical solutions with limited resources.
4. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
5. Overseeing the management of a well-equipped workshop, including movement of equipment (logistics) across multiple locations, and stock control and orders.
6. Creating and maintaining a database of servicing repairs and maintenance, including stock on hand, ordered and used.
7. Demonstrated ability to manage financial resources including coding and tracking expenditure, and operating within a strict budget.
8. Demonstrated experience, or willingness to gain experience, in land management activities including fire management, cattle management, weed and feral animal control programs.
9. Excellent people skills, including the ability to develop, maintain and work with a diverse range of stakeholders.
10. Ability to use standard business software packages (including Word, Excel, and email).
11. Willingness and ability to work as part of a small team or independently without supervision.
12. Experience living and working in a remote environment.
13. An interest in nature conservation.

Qualifications:

1. Relevant trade/ TAFE qualification (diesel or vehicle mechanic).

Licenses & Certificates:

1. A current *valid* Australian (or internationally recognised) C class driver's licence, with experience in 4WD/off-road conditions is essential.
2. Experience (and relevant licences) in operating agricultural machinery such as trucks and tractors.
3. Bushfire control training and experience (desirable).
4. Current first aid certificate, senior and/or remote first aid (desirable).
5. National police clearance certificate.

Inherent requirements of the role:

The execution of tasks associated with the position is in a remote location with an open work environment and may involve fieldwork, which can be for multiple days/nights and in remote locations away from an established field base. The working environment is predominantly outdoors and often in the extremes of weather (0 in the winter; up to 45 degrees+ in the summer) – hot and wet and/or dry, especially when conducting fire and pastoral operations. The position is physically demanding, requiring heavy muscular activity including lifting, and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:

1. Mechanical servicing, repairs & maintenance

Key activities and responsibilities:

- Undertake servicing, repairs and maintenance to AWC's Kimberley vehicle fleet. This will include vehicles that are brand new, through to 1970's:
 - 4WD's (Landcruisers, Hilux's)
 - Isuzu 4WD trucks
 - Tractors
 - Honda UTV's
 - Miscellaneous aged heavy vehicles
- Undertake servicing, repairs and maintenance to AWC's Kimberley mechanical plant and equipment. This will include:
 - Compressors
 - Generators
 - Lawn mowers
 - Small engines
 - Pumps
 - Tyre machine
 - Vehicle hoist
 - Tractor implements and attachments
 - Solar Battery banks.

2. Administration, Finance & Reporting

Key activities and responsibilities:

- Ensure the inventory of all vehicles, and mechanical plant and equipment is maintained. Liaise with the NW Administration & Operations Support Officer in this matter.
- Develop and maintain a servicing maintenance schedule for all vehicles, and mechanical plant and equipment.
- Ensure all maintenance, servicing, improvements and repairs are then carried out in accordance with the approved maintenance schedule.
- Develop and maintain a stock control database that records all maintenance and repair activity, including the use and replacement of assets including fuel, equipment and maintenance supplies.
- Ensure all expenditure is in accordance with the approved budget and operational plan, and is in accordance with AWC policies and procedures, or if not identified in the budget and operational plan, then seek relevant approval from the Sanctuary Manager.
- Maintain other records in relation to carrying out your duties as required.

3. Logistics and organisation

Key activities and responsibilities:

- Organise and maintain each Sanctuary workshop, ensuring all work areas remain clean and tidy, including ensuring all tools and equipment are returned clean and in working order after use. This will include:
 - Monitoring the use of the workshops and associated tools by other staff etc.
 - Maintaining a schedule of equipment (i.e. when taken to another sanctuary location or simply removed from the workshops).
- Ensure all parts and stock are stored appropriately and well organised
- Ensure sufficient spare parts always on hand.
- Ensure regular checks and inspections are undertaken of all tools and associated workshop equipment.

4. Other duties

Key activities and responsibilities:

- Roadside assistance for all vehicles i.e. staff, visitors, guests, students, volunteers etc.

<ul style="list-style-type: none"> ○ This could be in remote locations away from an established field base (in the event of vehicle breakdowns). • Tyre repairs and replacement for all vehicles (as above). • Improvising fabrication of parts in emergency situations. • Other fabrication jobs, <i>not necessarily mechanical</i>. • Reviving vehicles and other equipment that have long been out of service
<p>5. Land management and other operational support duties</p>
<ul style="list-style-type: none"> • As requested by the Regional Officer (NW) – Mechanical and in coordination with the relevant Sanctuary Manager assist with the following activities as required. <ul style="list-style-type: none"> ○ Fire management including prescribed burning and assisting with wildfire suppression. ○ Mechanical work on other AWC sanctuaries ○ Truck & light vehicle driving duties • Helicopter and light plane travel are required from time-to-time to undertake these and other duties associated with this role. This may include working away from an established field base for periods with a requirement to camp out.
<p>6. Staff, contractor and volunteer co-ordination</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, and under the direction of the Regional Officer (NW) - Mechanical,, co-ordinate, engage, supervise and ensure the safety of: <ul style="list-style-type: none"> ○ Other staff, including casuals ○ Contractors ○ Visiting students, interns and researchers ○ Volunteers • Ensure all relevant AWC policies are complied with in relation to the engagement of contractors, staff and volunteers.
<p>7. Stakeholders</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ Staff ○ Visitors ○ Neighbouring landholders and the local community

- Relevant government agencies
- Other stakeholders

8. Safety and Risk Management

Key activities and responsibilities:

- Ensure appropriate management of risks in relation to the health and safety of yourself, other staff, contractors and volunteers.
- Liaise with the NW Administration & Operations Support Officer and under the direction of the Regional Officer (NW) - Mechanical, implement and comply with the provisions of the approved management plan. In particular:
 - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensuring staff and any volunteers have adequate training before using plant, equipment, tools and/or vehicles.
 - Ensuring emergency procedures are posted in appropriate locations.
- Ensuring incident and near miss reports are filled out and submitted as per the approved AWC policies and procedures in a timely manner.
- Ensure that you undertake safety inductions, as required, and instigate inductions with other staff, volunteers, contractors and visitors who are under your supervision.
- Inducting new staff in regards to vehicle use and maintenance.

9. Undertake other tasks, as required

Key activities and responsibilities:

- As requested, assist with the organisation of various requirements for donor groups and other special visits to Mornington and other AWC sanctuaries.
- As required by the Regional Officer (NW) - Mechanical, undertake other specified tasks as required.