

Pest Management Officer

POSITION DESCRIPTION

Position Number:	3807	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 4
Business Unit:	Environment and Facilities	Reports To:	Coordinator Natural Resources Management
Team:	Natural Resources Management	Revised:	December 2025

Human Resource Delegation:	Nil	Financial Delegation:	Nil
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General Position Statement:

This position supports Council's direction by providing proactive and expert management of restricted invasive plants and animals across the Livingstone Shire. Through field operations, community engagement, and compliance with biosecurity legislation, the position safeguards local ecosystems and supports sustainable land use.

Specific Responsibilities:

This position has the following responsibilities:

1. Operational management of restricted invasive plants and animals across Livingstone Shire, including aquatic weeds, through targeted treatment programs, inspections, and enforcement of the Biosecurity Act 2014 and relevant Local Laws.
2. Deliver responsive and professional pest-related services, including investigation of complaints, coordination of baiting programs, and provision of expert advice to the public, employees, and Council, ensuring timely resolution and community confidence.
3. Plan, implement and monitor pest management programs aligned with legislative and contractual obligations, including grant-funded initiatives, while maintaining accurate records of herbicide usage, treatment locations, and compliance activities.
4. Develop and maintain strong stakeholder relationships, including with government agencies, suppliers, consultants, and community groups, to support collaborative pest management outcomes and promote public awareness.
5. Ensure safe and compliant chemical handling, use, and storage practices, in accordance with relevant legislation, and contribute to the development of treatment protocols and operational procedures that support environmental and workplace safety.



6. Conduct detailed site assessments and mapping of pest infestations using GPS and digital tools to inform treatment strategies, monitor effectiveness, and support data-driven decision-making across Council's pest management programs.
7. Maintain clear and accurate records that support service delivery, transparency, and good governance.
8. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Refer matters which may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence, and training.

Position Requirements:

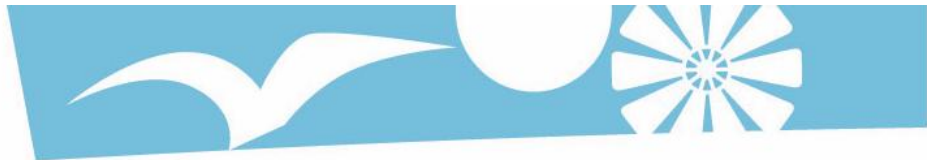
Skills/Competencies

1. High level experience and knowledge in pest management operations, including identification, treatment, and control of restricted invasive plants and animals, with a strong understanding of relevant legislation such as the *Biosecurity Act 2014* and applicable Local Laws.
2. High level chemical handling knowledge, including safe storage, application techniques, and accurate mixing ratios, ensuring compliance with all chemical usage regulations.
3. Strong communication and customer service skills, with the ability to deliver clear advice, prepare professional correspondence and reports, and present community awareness initiatives that build public understanding and support.
4. Proficiency in digital systems and data management, including the use of Council's corporate systems (e.g. Pathways, records management) and the Microsoft Office Suite to support operational planning, reporting, and compliance.
5. Ability to work independently and collaboratively, demonstrating initiative, sound judgement, and a commitment to continuous learning in pest management techniques and environmental stewardship.

Mandatory Qualifications, Licences and Experience

1. Certificate IV or equivalent qualification in pest management, conservation and land management, environmental health, or a related field and/or substantial work experience relevant to the position.
2. Commercial Operators Licence (ACDC) and Pest Management Technicians Licence (fumigation), or the ability to obtain these within a reasonable timeframe.
3. Substance Authority for Fluoroacetic Acid and Para-aminopropiophenone , or the ability to obtain, ensuring compliance with chemical handling regulations.





4. Current motor vehicle drivers' licence.

Desirable Qualifications, Licences and Experience

1. Experience working within a local government environment, particularly in natural resource or environmental management, with an understanding of Council operations and community expectations.
2. Boat licence, supporting access to aquatic environments for pest management activities.
3. Training or experience in GIS or mapping technologies, to assist with site assessments, treatment planning, and data reporting.
4. Community engagement or education experience, including the delivery of awareness programs or public information sessions related to pest management.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

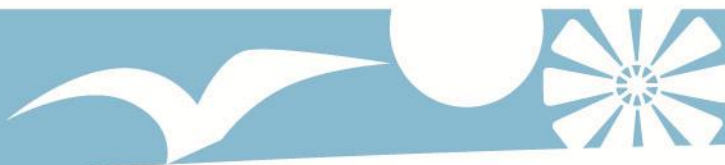
1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Pest Management Officer

SELECTION CRITERIA

Position Number:	3807	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream A) Level 4
Business Unit:	Environment and Facilities	Reports To:	Coordinator Natural Resources Management
Team:	Natural Resources Management	Revised:	July 2026

Please address each of the selection criteria below in your application:

1. **Mandatory Qualifications and Licences:**

- Certificate IV or equivalent qualification in pest management, conservation and land management, environmental health, or a related field and/or substantial work experience relevant to the position.
 - Commercial Operators Licence (ACDC) and Pest Management Technicians Licence (fumigation), or the ability to obtain these within a reasonable timeframe.
 - Substance Authority for Fluoroacetic Acid and Para-aminopropiophenone, or the ability to obtain, ensuring compliance with chemical handling regulations.
 - Possess and maintain a current motor vehicle drivers licence.
2. High level experience and knowledge in pest management operations, including identification, treatment, and control of restricted invasive plants and animals, with a strong understanding of relevant legislation such as the *Biosecurity Act 2014* and applicable Local Laws.
 3. High level chemical handling knowledge, including safe storage, application techniques, and accurate mixing ratios, ensuring compliance with all chemical usage regulations.
 4. Strong communication and customer service skills, with the ability to deliver clear advice, prepare professional correspondence and reports, and present community awareness initiatives that build public understanding and support.
 5. Proficiency in digital systems and data management, including the use of Council's corporate systems (e.g. Pathways, records management) and the Microsoft Office Suite to support operational planning, reporting, and compliance.

**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

