

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Fire Management Officer,
Fleet & Equipment

Classification: ASO5

Position number: P33217

Division: Environment, Heritage & Parks

Business unit: Fire Management Unit

Location: Stromlo

Reports to: P17724 Assistant Director,
Business & Logistics

Date last reviewed: November 2025

Position requirements: WWVP, Drivers
Licence, Fire Fitness

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

What we do

The Environment, Heritage & Parks (EHP) Division has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy, and water, together with regulatory responsibilities for development applications. EHP serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division within CED with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

BUSINESS UNIT OVERVIEW

This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the current reviews of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngannawal cultural burning and ecological burning.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

This position, under general direction, provides administrative and logistical support to facilitate the operational readiness and maintenance of firefighting fleet, equipment, personal protective clothing (PPC), communication equipment and assisting with facility management. This role ensures that all assets meet safety, compliance, and performance standards to support fire management activities and emergency response. Duties include (but are not limited to);

1. Coordinate servicing, repairs, and compliance of fleet with contractors, escalating urgent issues promptly. Maintain accurate logs of condition, usage, and defects. Oversee the acquisition and disposal of fleet vehicles used in fire management operations.
2. Inspect, test, and maintain firefighting tools and equipment to ensure reliability, perform minor field repairs as needed. Track equipment condition and location through asset management systems and provide operational support for staff with setup and troubleshooting during incidents and training.
3. Issue, fit check, and replace firefighting PPC for staff, ensuring compliance with safety standards. Monitor stock levels, coordinate timely replenishment, and maintain accurate records of PPC allocation.
4. Maintain radios and other communication devices to ensure operational reliability. Coordinate repairs and upgrades for consistent connectivity and assist staff with setup and troubleshooting during incidents and training activities.
5. Conduct routine inspections of storage facilities, operational infrastructure and grounds within the depot to ensure safety and functionality. Assist with organising repairs, upgrades, and contractor coordination.

6. Undertake fire management, fire suppression and any other emergency activity with the ability to achieve higher competencies in the fire management and/or incident management roles within the Parks and Conservation Service; and
7. Assist with other duties as required.

Note – Under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

SELECTION CRITERIA (CAPABILITIES)

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

Skills:

1. Well-developed communication, representational and interpersonal skills, including negotiation and stakeholder engagement.
2. Practical experience in the maintenance and servicing of fleet vehicles and operational equipment.
3. Demonstrated ability to coordinate the issuing of Personal Protective Clothing (PPC) and maintain accurate stock control to ensure availability and compliance with operational requirements.
4. Ability to troubleshoot equipment issues and perform basic mechanical tasks.
5. Strong organisational skills with attention to detail, ensuring accurate record-keeping and timely completion of tasks.
6. Proficiency in Microsoft Office applications for documentation, reporting, and data management.

Knowledge:

7. Sound understanding and practical experience with passenger vehicles, utilities, heavy vehicles, and plant equipment relevant to fire management operations.
8. Comprehensive knowledge of the types, functions, and safe use of firefighting tools and associated equipment.
9. Knowledge of firefighting garments, including standards, correct usage, and maintenance requirements.

Behaviour:

10. Ability to work as part of a team operating under pressure with limited supervision, including the ability to lead and manage staff or contractors undertaking activities associated with fleet, firefighting equipment, PPC, communication systems, and facility support.
11. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act 2002*.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Requirements:

- Undertake bushfire related activities, including bushfire suppression.



- Work a shift roster, weekends, public holidays or evening shifts at any site on an “as needs” basis;
- Wear a uniform.
- Possess a current ACT Working with Vulnerable People accreditation or ability to obtain one.
- Possess and maintain a current driver’s license; and
- Be currently able and prepared to undertake and maintain the Moderate level of the National Fire Fighting Task Based Assessment (Fire Fitness)

Desirable

- Heavy rigid Truck and/or minor plant licenses
- Nationally accredited four-wheel drive qualifications
- Experience and understanding of the Australian Inter-Agency Incident Management System (AIIMS).
- A current First Aid Certificate.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Fire Management Officer (position number P33217) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally