

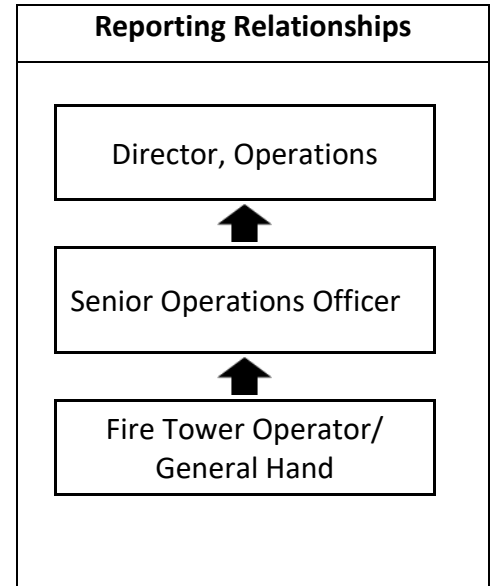


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Emergency Services Agency
Branch	ACT Rural Fire Service
Position Number	P49174 to P49176 & C11521 to C11528
Position Title	Fire Tower Operator/General Hand
Classification	General Service Officer Grade 5 (GSO5)
Location	Fairbairn
Last Reviewed	August 2025



The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ACTESA) is responsible for emergency management and related support arrangements in the Territory. ACTESA's four operational services are the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and ACT State Emergency Service.

ACTESA undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ACTESA Website <http://www.esa.act.gov.au>.

BRANCH OVERVIEW

The ACTRFS is responsible for community safety, the protection of people, property and the environment from bushfire. ACTRFS provides supporting resources to the broader ACTESA Services to achieve integrated emergency management response. As part of its role the ACTRFS undertakes a comprehensive range of community education and awareness programs.

ACTRFS primary function is to provide a community-based service, resulting in the minimisation of preventable fire fatalities and casualties, damage to property and the environment, from bushfire. The ACTRFS manages and facilitates a strong volunteer member-base and maintains a working relationship with the Environment, Planning and Sustainable Development Directorate (EPSDD).

POSITION OVERVIEW

The Fire Tower Operator/General Hand works across a diverse area of the operations within the ACT RFS. The diversity of this position will require the position to have a level of understanding using computers and managing fire tower cameras, undertaking grass fuel assessment to determine curing levels, move and manage the mobile fire danger signs used at various locations across the ACT. The role will be required to visit remote locations to undertake minor maintenance so a level of remote driving will be involved. You will also be called upon to assist other areas within the ACT RFS to help prepare and maintain our capability for the all hazard season.

ACT RFS Fire Tower Cameras are a vital link in early detection and situational awareness. This position will be tasked to monitor cameras and provide situational awareness through managing the cameras for crews on the ground, Incident Management Teams and RFS Duty Officers. The ACT RFS also supports the NSW National Parks and Wildlife Service with monitoring of their areas on elevated fire danger days. This will require the position to be capable of working weekends and your shifts may start and finish beyond normal business hours.

- Seasonal Fire Tower Operator/General Hand will be employed Monday to Friday under a 38 hour week arrangement.
- Casual Fire Tower Operator/General Hand will predominately work Saturday, Sunday and Public Holidays on a roster based system as well as when the seasonal staff are unavailable.

WHAT YOU WILL DO

Reporting to the Senior Operations Officer, the primary responsibilities of a Fire Tower Operator/General Hand is to:

1. Monitor fire tower camera feeds and report identified smoke sightings, using the camera platform to gather information on the location and behaviour of the fire.
2. Operate the camera platform to provide situational awareness on fires and other hazards to staff and crews.
3. Collect data from the camera platform on the performance of AI detection packages and enter data into recording systems.
4. Operate a fire tower and report weather observations and smoke sightings, working as a team to locate fires.
5. Deploy roadside messaging trailers for public awareness of fire conditions and prescribed burns.
6. Assess curing of grassland fuels.
7. Other duties, including general maintenance, as directed in support of the ACT RFS and ESA.
8. **Please note:** The occupant of this position may be required to undertake part of the duties outside normal business hours and on weekends in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant Enterprise Agreement.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Computer literacy, including the ability to use standard software packages and IT equipment and the capacity to learn new systems.
2. Attention to detail in capturing and recording analytical data and the ability to maintain focus over extended periods.
3. Comfort with towing and deploying roadside signage trailers.

Behavioural Capabilities

1. Ability to work independently, occasionally in a remote environment, as part of a team to deliver coordinated fire detection and monitoring.
2. Effective communication skills, both oral and written and ability to operate communication equipment on a Territory radio network.
3. Commitment to modelling the ACT Public Sector Values and signature behaviours and to practise of inclusion within the workplace.

Compliance Requirements/Qualifications

1. Background and Security clearance checks will be conducted including National Police Records Check.
2. A pre-employment medical is required for all new employees.
3. Applicants should have a reasonable level of fitness, be willing and able to climb ladders and able to walk across uneven ground.
4. Be prepared to wear a supplied uniform.
5. Minimum C class driver's licence is essential.
6. These positions require an ACT Working with Vulnerable People registration.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Fire Operator General Hand (P49174 to P49176 & C11521 to C11528) and indicates how frequently each of these requirements would be performed. Please note that ACTPS 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

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

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Occasionally
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Occasionally
Working directly with the public	Occasionally

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

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	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

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

Exposure to potentially distressing case material	Occasionally
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OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally