



RFS

HEAVY PLANT OFFICER

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	Operational Coordination Operational Logistics
Role Number	52018533
Grade	RFS Level 6/7
Date of Approval	21 March 2025
Role Description Reference No.	RD652
Website	www.rfs.nsw.gov.au

About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role Purpose

Optimise business services and support the operation of heavy plant equipment, ensuring all activities align with relevant policies and standards for heavy plant and specialised operational equipment across the RFS. Develop efficient team systems, manage competency assessments, analyse data and maintain accurate records to ensure compliance and operational readiness.

Key Accountabilities

1. Develop and maintain efficient team systems and procedures, continuously improving workflows and ensuring alignment with team goals and operational needs. Use data-driven insights to optimise service delivery and enhance decision making.
2. Contribute to the competency assessment process for heavy plant operators, ensuring accurate maintenance of data, licences, and registrations in the heavy plant operating system to ensure operational readiness and compliance.
3. Prepare presentations, reports, submissions, briefings, and other written material related to the team's business activities to meet internal and external governance requirements including the delivery of reports to superiors or an audience.
4. Analyse and report on operational data to identify trends, forecast need and support future planning. Provide insights that drive informed decision making and continuous improvement.
5. Cultivate strong stakeholder relationships to ensure the effective delivery of heavy plant resources, including managing strategic databases, tracking expenditure, and supporting procurement to align with organisational priorities.
6. Maintain and improve records management systems to ensure compliance with relevant policies and regulations, proactively addressing any issues and ensuring data integrity.
7. Support the design and coordination of training programs for key stakeholders, ensuring that key stakeholders are equipped with the necessary skills and knowledge to perform effectively.
8. Lead procurement activities, ensuring alignment with budgetary constraints and operational needs. Proactively monitor and manage the procurement process and engagements of plant within systems, ensuring cost effectiveness, compliance and timely delivery of services within set policy and guidelines.

Essential Requirements

- A Certificate IV in a relevant discipline (e.g. Civil Construction, Business or Public Safety) or equivalent expertise.
- A current Driver Licence and the willingness and ability to travel.
- During periods of major operational activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Key Knowledge and Experience

- Proven understanding of contractor workforce operations, priorities and business dynamics.
- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

Reporting Line

The role reports to the Supervisor Heavy Plant.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

Who	Why
Manager	<ul style="list-style-type: none">– Work in close collaboration to ensure the seamless delivery of services.– Receive clarify guidance and instructions and report on progress against work plans.
Team	<ul style="list-style-type: none">– Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
Executive, Managers and Supervisors	<ul style="list-style-type: none">– Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.
All RFS Members	<ul style="list-style-type: none">– Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none">– Work collaboratively to develop and communicate relevant research and practice outcomes.
Suppliers and Contractors	<ul style="list-style-type: none">– To achieve value for money outcomes so that the RFS is well equipped with resources

Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

