

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Reticulation Maintenance Officer</b>
<b>Position Number:</b>	<b>10931</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Parks &amp; Gardens Coordinator</b>
<b>Supervises:</b>	<b>Nil</b>
<b>Internal Liaison:</b>	<b>Managers, Supervisors and Staff</b>
<b>External Liaison:</b>	<b>Residents, Ratepayers and the Community, Community Organisations, Builders and Contractors</b>
<b>Department:</b>	<b>Parks &amp; Gardens</b>
<b>Agreement:</b>	<b>Shire of Roebourne Enterprise Agreement 2012</b>
<b>Classification:</b>	<b>MEU Level 5</b>
<b>Effective Date:</b>	<b>July 2014</b>

## 1. POSITION OVERVIEW

The Reticulation Maintenance Officer is responsible for performing the tasks and duties as assigned with the aim of achieving a standard of presentation of the Municipal parks, gardens and reserves in accordance with the objectives and requirements of the Council.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Reticulation materials and products

- Knowledge of materials and products associated with micro irrigation, commercial irrigation systems, polyethylene PVC and fibro cement pipes, filtration, valves, wiring and controllers (including solar).
- Identify materials suitable to be used for various applications.
- Plan medium sized reticulation systems and accurately set out on site confirming the plan is a true indication of the site.
- Knowledge of low voltage electrical activators for reticulation systems.

### 2.2 Systems Installation

- Design and install basic micro irrigation systems with consideration towards balanced pressure and flows.
- Determine appropriate excavation required for the work in accordance with design and site conditions.
- Use acceptable standards of installation in accordance with manufactures specifications and procedures.
- Operate the following plant equipment as required for the position:
  - Hand tools e.g. shovels and kanga hammer
  - Small machinery e.g. Turf cutter and chain trencher

### 2.3 Commercial System Maintenance

- Routinely maintain the various types of reticulation systems, develop inspection and irrigation application programmes on a weekly, monthly and annual basis.
- Identify faults and make sound operational and technical decisions to rectify problems in a timely and cost efficient manner.

## **2.4 Recycled Waste Water System**

- Work within the principles and operation of recycled waste water systems including Public Health guidelines and regulations.
- Maintain recycled waste water systems to a satisfactory standard.

## **2.5 Irrigation Application Strategies and Water Budgeting**

- Ensure irrigation application strategies and water budgeting principles are effectively and efficiently viable to turf and garden areas.
- Meet the required precipitation rates or water budget and ensure public usage is not compromised.

## **2.6 Occupational Health & Safety**

- Undertake all tasks in the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when required.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

# **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

## **3.1 Specialist Knowledge and Skills**

- Understanding of underground service procedures in relation to locating.
- Understanding of reticulation system design principles.
- General knowledge of parks and gardens maintenance procedures.
- Working knowledge of filters and effluent systems.
- Working knowledge of irrigation control systems including pumps, two wire and multi wire control systems.

## **3.2 Management Skills**

- Developing time management and organisational skills.
- Ability to work efficiently without direct supervision

## **3.3 Inter Personal Skills**

- Developed verbal and written communication skills.

## **3.4 Physical Requirements**

- Fitness, agility and mobility to safely carry out use of necessary tools and perform heavy lifting in accordance with Worksafe guidelines.

## **3.5 Qualifications and Experience**

- Demonstrated experience with the installation, operation and maintenance of automatic reticulation systems.
- Experience with pumps is desirable.
- Completion of Reticulation Maintenance and System Design Training Courses is desirable.
- Senior First Aid Certificate.
- Chlorine Handling Certificate.
- Breathing Apparatus (BA) Certificate.
- Basic Worksite Traffic Management and Traffic Controller Certificates.
- Asbestos Awareness Training.
- Hold a current national "C" and "MR" class driver's licence.
- Hold a National Police Certificate (no more than 6 months old).

---

**PD Approved by:**

**Supervisor:** .....  
(Print)

**Signature:** .....

**Employee:** .....  
(Print)

**Signature:** .....

**Date Appointed:** .....