

POSITION DESCRIPTION

Position Title:	Reticulation Maintenance Officer
Position Number:	10931
Directorate:	Strategic Projects & Infrastructure
Reports to:	Parks and Gardens Assets Supervisor
Supervises:	Nil
Department:	Parks and Gardens
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	MEU Level 5
Effective Date:	September 2023

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 City 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.
- Knowledge of low voltage electrical activators for reticulation systems.

2.2 Systems Installation

- Install irrigation systems with consideration towards balanced pressure and flows.
- Follow the City of Karratha Irrigation Specifications for installations
- Determine appropriate excavation and back fill procedures 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
 - Small machinery

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 Playground Assistance

- Assist Playground Officer with inspections, 3/6 monthly inspections
- Assist for repairs and replacements of playground equipment
- Assist with installation and top ups of Softfall sand, mulch and rubber.

2.7 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with 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.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

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

3.1 Specialist Knowledge and Skills

- Understanding of underground service procedures in relation to locating systems.
- 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

- Developed time management and organisational skills.
- Ability to work efficiently without direct supervision
- Ability to attend callouts out of normal rostered hours

3.3 Inter Personal Skills

- Developed verbal and written communication skills.
- Ability to work well with in a team.
- The ability to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

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.
- Fitness, agility and mobility to safely carry out tasks in a variety of weather conditions from extreme heat and humidity to cold conditions.

3.5 Qualifications and Experience

- Demonstrated experience with the installation, operation and maintenance of automatic reticulation systems
- Demonstrated experience of water auditing and water efficiency
- Experience in Central Controlled Irrigation Systems
- Basic Worksite Traffic Management and Traffic Controller Certificates
- Provide First Aid Certificate
- MR/HR class driver's licence (desirable)
- National Police Certificate (no more than 6 months old)
- Confined Space entry training (desirable)
- Experience with pumps (desirable)
- Completion of Certificate III in Irrigation (desirable)
- Experience in operation of Skid Steer Loaders and or Mini Excavators (desirable)