

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Irrigation Specialist – Parks Services

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 7
Reports to:	Supervisor Parks Services	
Supervision of:	General Hand Irrigation – Parks Services	
Significant Working Relationships:	Manager Parks Services Director Infrastructure Services Parks Services Team	

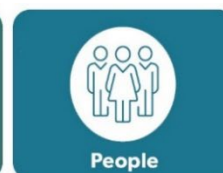
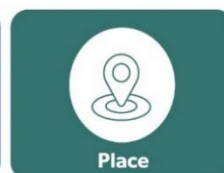
2. Position summary

Lead the irrigation team and assist in the organisation, supervision, development and implementation of Irrigation requirements, including preparation of budgets, establishment of procedures including work procedures within Parks Services.

Oversee and monitor contracted irrigation services, undertake and perform irrigation maintenance, repairs and construction as required, assist with compliance requirements, assist with the development of maintenance programs and budgetary development.

Responsible for undertaking projects and tasks in the irrigation development and maintenance of the Shire's parks, gardens, sporting ovals and other public infrastructure to set standards in a safe and efficient manner.

3. Community strategic objectives



4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

Key functions	Specific duties
Parks and Gardens	<ul style="list-style-type: none">• Oversee staff activities in all facets of Irrigation to ensure the effective and efficient delivery of Parks Services within a decentralised works environment.• Development of Parks and Gardens irrigation maintenance programs including documentation of programs.• Provide specialist advise/support to Shire officers on Capital projects in the irrigation field• Ensure that Irrigation team members undertake the required works in an efficient and timely manner and carry out ongoing review and adjustment of practices as required.• Perform irrigation maintenance, repairs, troubleshooting duties as required.• Carry out regular inspections/testing to monitor the efficient and effective performance and condition of irrigation systems and ensure associated equipment is maintained in good working order.• Undertake the design and costing of complex irrigation systems as required.• Undertake monthly recording of meter reading for the Shire of Harvey licenced bores and provide this information as required to DWER as required under licence agreements. Engage, oversee and compliance check the installation or irrigation systems by contractors.• Oversee and develop procedure to ensure the Shire of Harvey manages water allocations as per requirements under any water license from DWER.• Liaise with Parks Leading Hands where required to inform of upcoming works to ensure good communication and planning is achieved.

	<ul style="list-style-type: none"> • Oversee parks irrigation maintenance, construction and contractual works, to ensure the works are delivered within budgetary limits and service standards in liaison with the Supervisor Parks Services. • Oversee Parks Services staff who assist in the irrigation maintenance field and provide a clear understanding of specific tasks, designs and project delivery within allocated budgets. • Make recommendations to the Supervisor Parks Services as appropriate on current workloads highlighting inadequacies and recommend corrective action including reallocation of human resources and plant as required. • Assist in Human Resource, Industrial Relation and award matters where required. • Respond to customer requests for any irrigation related matters or faults including prioritisation and actioning appropriately. • Assist the Parks Supervisor and Manager Parks Services with information gathering and decision process in relation to irrigation matters. • Operate plant in a safe and effective manner, including undertaking daily pre start checks and keeping plant in clean and tidy condition. • Undertake other tasks and duties as directed by the Supervisor Parks Services subject to adequate resourcing.
Financial Control	<ul style="list-style-type: none"> • Understand what is required regarding financial control and work within allocated budget and spending limits. • Undertake procurement in line with policies and guidelines. • Provide reports as required on operational performance, progress of capital and maintenance activities to the Supervisor Parks Services. • Undertake the preparation, production and review of the annual irrigation Infrastructure Service budget and business plan. • Undertake the preparation and evaluation of Irrigation Supply Tenders for materials and sub-contract services and arrange quotations in accordance with Shire policy. • Effective administration of contracts to supply materials and services.
Policies and Procedures	<ul style="list-style-type: none"> • Assist with the development of policies and procedures as required. • Ensure all work carried out by the reporting teams is in line with the Shire's Strategic Plan. • Assist in the compliance with the <i>Local Government Act 1995</i> & Regulations and other statutory legislation and report all non-compliance

	<p>issue to the Supervisor Parks Services, Manager Parks Services and Executive Manager Infrastructure Services as necessary.</p>
Works Program and Maintenance Schedules	<ul style="list-style-type: none"> • Development, implementation and ongoing review of the irrigation maintenance and capital works programs.
Other	<ul style="list-style-type: none"> • Ensure compliance with MRWA Traffic Management standards. • Attend and assist in the delivery of monthly Toolbox meetings as required. • Reasonable duties commensurate with classification level. • Medical – Fitness for role. • National Crime Check. • Current “MR” Class Drivers Licence.
Work Health and Safety (WHS)	<ul style="list-style-type: none"> • Maintain and monitor to ensure a safe and healthy work environment is maintained. • Ensure own safety and ensure employees have a safe area in which to work. • Ensure the active promotion of safety and health controls, mechanism and prevention programs in line with Shire policies and procedures and relevant legislative requirements to maintain a safe working environment. • Develop SWI for the irrigation tasks as required • Ensure all hazards and incidents are identified, risk assessed, reported and controlled. • Assist where required to participate in internal accident and incident investigations, working with Supervisor Parks Services, Leading Hands, WHS representatives, involved staff and Manager Parks Services to provide relevant information to assist in the development of preventative or improvement based control recommendations for consideration and implementation. • Ensure employees have safe method of performing the required tasks. • Ensure compliance with take 5’s or other safe working based procedures. • Ensure tasks are completed within current level of training or gained qualification. • Ensure worksites are safe before leaving. • Ensure other employees are meeting WHS requirements.

	<ul style="list-style-type: none"> Actively promote and participate in the Work Injury Management Program.
Organisational	<ul style="list-style-type: none"> Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. Create and capture records of work activities in line with policies and procedures. Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- Operates under limited direction of the Supervisor Parks Services, undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Previous supervisory experience.
2. Strong experience, knowledge and problem solving skills in construction, maintenance and operation methods and practises of irrigation infrastructure.
3. Sound knowledge and experience of all Irrigation infrastructure including pumps, aerators, multiple control (including remote access) and wiring systems.
4. Computer literacy skills to assist where required to write reports, control budgets, develop work related procedures, undertake investigation requirements and provide compliance reporting.
5. Sound experience in problem solving including ability to investigate and provide options for consideration by the Supervisor Parks Services and Manager Parks Services.
6. Ability to motivate staff and achieve strategic goals and operational objectives.
7. Written and verbal communication skills.
8. Construction Safety Awareness Certificate (White Card).
9. Experience in the preparation of annual budget and works programs.

Desirable

1. Knowledge of local government administrative procedures and compliance.
2. First Aid Certificate.
3. Experience operating mini excavator.
4. Design Experience.