



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Reticulation Officer



1. **TITLE and POSITION NUMBER:** Reticulation Officer (054)
2. **LEVEL:** Level 5 – as per the [Shire of Merredin EA 2022 \(WAIRC\)](#) registered with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Engineering Services/ Town Maintenance
5. **POSITION OBJECTIVES**

The Reticulation Officer is responsible for performing the tasks and duties as assigned, with the aim of achieving a standard of presentation of the Shire parks, gardens and reserves in accordance with the objectives and requirements of Council. The Reticulation Officer will ensure that the Shire's water infrastructure network remains active and fit for purpose, as well as trouble shooting reticulation issues and completing general reticulation maintenance and repairs.

6. **KEY DUTIES/ RESPONSIBILITIES**

6.1 **Operational Responsibilities**

The Reticulation Officer will be able to work unsupervised and be subject to limited direction from supervisors. They will maintain a high quality of work and ensure staff working with them maintain this high standard at all times.

The Reticulation Officer will be responsible for the daily maintenance and oversight of the reticulation vehicle and all other tools, equipment and materials utilised within the role. They will be required to make technical and operational decisions relating to problems that occur, using their initiative, knowledge, skills and personal judgement, within the scope of the role.

The Officer will be required to fulfill the below specific duties, and all other duties as requested by the immediate Supervisor, Executive Manager Engineering Services or Chief Executive Officer.

Reticulation materials and products

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

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, mini excavator, skid steer

Commercial System Maintenance

- Routinely maintain 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.

Recycled Wastewater System

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

6.2 Financial Responsibilities

- Assist in the preparation and management of the Town Maintenance annual budget, manage expenditure of the adopted budget and have input into asset management plans.
- Ensure irrigation application strategies and water budgeting principles are effectively and efficiently viable to turf and garden areas.
- In conjunction with the Supervisor, monitor the progress of expenditure against budget allocations specific to the role and report anticipated discrepancies.
- Meet the required precipitation rates within the water budget and ensure public usage of parks, gardens and recreation spaces is not compromised.

6.3 Work Health and Safety Responsibilities

- 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.
- Ensure all team members actively comply with statutory and legal requirements in the areas of risk management, including Work Health & Safety.
- Ensure all injury management processes and legislation is followed correctly including the direct report of injuries, accidents and near misses.
- Ensure that safe work practices are adhered to.
- Ensure that ALL accidents, hazardous situations, workers compensation issues, and other incidents are reported and documented.
- Attend Work Health & Safety meetings, as required and provide information on safety issues that affect the Town Maintenance section to the Supervisor and/or the Executive Manager Engineering Services.
- Investigate and report on accident and hazard near miss reports, taking corrective measures including the implementation of new work procedures where necessary.
- In conjunction with Supervisor, run regular and ongoing toolbox meetings for department.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Town Maintenance Supervisor

Supervision of: Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Executive Manager Strategy and Community
Executive Manager Corporate Services
Executive Manager Development Services
Executive Manager Engineering Services
Construction & Town Maintenance Supervisor
Construction & Town Maintenance Leading Hands
Other Staff and employees

External: Creditors/ Debtors
Ratepayers
General Public

8. EXTENT OF AUTHORITY

Operates under the direction of the Town Maintenance Supervisor within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

9. KNOWLEDGE AND SKILLS

Specialist Knowledge and Skills

- Understanding of procedures in relation to locating underground services.
- 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.

Management Skills

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

Interpersonal Skills

- Highly developed verbal and written communication skills.

Physical Requirements

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

Certificates/ Training

- Senior First Aid Certificate
- Basic Worksite Traffic Management and Traffic Controller Certificates

10. SELECTION CRITERIA

Essential Criteria

- Completion of a trade certificate in reticulation and/or substantial relevant experience
- Demonstrated experience with the installation, operation and maintenance of reticulation, watering, effluent reuse and pumping systems
- Experience in the maintenance of parks and gardens
- Relevant Certificates as listed in Knowledge and Skills section, or willingness to obtain these
- Sound interpersonal skills and the ability to effectively communicate with others in both verbal and written forms
- Proven ability to work in a team
- Hold a current C Class and MR (or above) class driver's licence

Desirable

- Completion of Reticulation Maintenance and System Design training courses
- Safety trained either structured and /or on the job
- Experience in advanced reticulation electrical systems
- Experience with pumps
- Experience in backhoe and skid-steer operation.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Pre-employment Medical Examination and Drug & Alcohol Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Incumbent</i>	Incumbent Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO's Signature:	Date: