

## POSITION DESCRIPTION



### JOB OUTLINE

| POSITION TITLE                         | DIVISION/GROUP                  | DELEGATED AUTHORITY | AUTHORISED BY                                |
|--|---------------------------------|---------------------|--|
| Water Reticulation Maintenance Officer | Technical Services              | Nil                 | Chief Executive Officer<br><br>DATE: 13/9/18 |
| REPORTS TO                             | POSITIONS REPORTING TO THIS ONE | SPECIAL CONDITIONS  |  |
| Assets Infrastructure Officer          | Nil                             | ) Nil.              |  |

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### ROLE RESPONSIBILITIES

1. Perform planned and responsive reticulation system and plumbing repairs to the Shire's facilities, grounds, parks and reserves, residential housing
2. Program and carry out the installation of new reticulation systems, planting, and other horticulture (trimming of trees)
3. Program and carry out spraying and spreading of fertiliser, weed killer, and grass seed where required
4. Perform planned and responsive repairs and services to Shire plant and equipment, bores and pumps
5. Assist with building maintenance repairs
6. Assist in the erection and maintenance of both permanent and temporary road signage
7. Transport furniture and equipment or other supplies.
8. Work in a flexible and supportive manner, and have the ability to work weekends or afterhours as required
9. Maintain the work environment in a clean and safe state at all times.
10. Participate and contribute in a positive way to regular team meetings and report on progress against agreed work plans.
11. Liaise with the Assets Infrastructure Officer in relation to all of the Shire's maintenance needs.
12. Operate Shire's construction machinery and small plant involved in roadworks and town street maintenance.
13. Assist in parks and gardens maintenance, litter control, mowing, verge clearing, weed spraying.
14. Attend regular team meetings and report on progress against agreed work plans.
- 15..Other duties as directed.

### WHAT SUCCESS WILL LOOK LIKE (Broad)

- J The Shire bores, pumps and irrigation systems will be well maintained, with minimal breakdowns, and leaks by regular inspections, cleaning of sprinkler heads, and flushing of line.
- J The water pressure will be monitored to ensure adequate water supply by regularly inspecting tank levels, and conducting flow tests
- J Tank Repairs and equipment are completed as required to ensure constant water supply
- J The Shire facilities and residential homes will be green,
- J The Shire Oval will be green and weed free, by having a regular water supply with weed spraying, and fertiliser as required
- J The Main Street will be green and weed free, by having a regular water supply with weed spraying and fertiliser as required
- J Planting/pruning of appropriate low maintenance shrubs at various locations supported by reticulation
- J The supply and installation and repair of suitable water control boxes, and solenoid systems
- J Technical advice will be provided to source a suitable of a leak detection system
- J Ensure all Plant and Machinery is "fit for purpose" and maintained on a regular basis
- J Sound advice will be given on irrigation and horticulture techniques with regards to Infrastructure projects for budgets, designs and tender documents
- J Provide quotes and advice on reticulation systems to be purchased which is 'Fit for Purpose' and appropriate for use within the Shire of Wiluna within the budget constraints.
- J Carry out the installation and landscaping/reticulation plans for future projects
- J Identify and test future bore sites, for flow and capacity with regards to rural roads construction.

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### OBJECTIVES

- ) **Promote and model professional behaviour consistent with the Shire’s Code of Conduct, and organisational values;**
- ) **Carry out construction, repair and maintenance works for reticulation, plumbing, building and mechanical services in accordance with the construction and maintenance program and as instructed by the Assets Co-Ordinator and/or Executive Manager Technical Services**
- ) **Carry out regular inspections of Shire infrastructure and facilities including plant, equipment, reticulation and pump systems,**
- ) **Develop work programs to ensure the irrigation operations are completed within a timely manner**
- ) **Ensure work is carried out in accordance with the Shire’s budget and policies and procedures.**

.....  
Employee

.....  
Manager

.....  
CEO

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### KEY ACCOUNTABILITIES

| Key Accountability | Weighting (%) | Key Performance Indicators/Standards/Targets   | Measures  |
|--------------------|---------------|--|---|
| Performance        | 30%           | <ul style="list-style-type: none"> <li>)] Ensure work programs are carried out in accordance with OSH and work schedules</li> <li>)] Identify develop and carry out asset renewal projects on Shire Infrastructure with regards to parks and reserves and residential houses reticulated water supply. Where a plumber is required engage a plumber.</li> <li>)] Ensure all Contractors are Performance monitored within the terms of the contract</li> <li>)] Ensure all Shire Plant is well maintained and serviced</li> <li>)] Ensure all work sites are left clean and tidy, and appropriate signage and PPE is used at all times</li> <li>)] Ensure water supply is maintained and being used appropriately</li> <li>)] Identify new water sources for road works and other projects</li> </ul> | <ul style="list-style-type: none"> <li>)] Complete all duties in the time allocated safely – continuous development of SWIMS/JSA's</li> <li>)] All reticulation projects to be completed on time and within budget, and weekly updates given to the Asset Co-Ordinator</li> <li>)] Regular inspections of reticulation, pumps, bores, and tank levels</li> <li>)] Co-ordinate and plumbing repairs as required</li> <li>)] Regular servicing of water pumps</li> <li>)] Regular inspections of residential homes reticulation systems</li> <li>)] Less complaints from staff about reticulation not working</li> <li>)] Less water leaks</li> <li>)] Co-ordinate the installation of new bores</li> </ul> |
| Teamwork           | 20%           | <ul style="list-style-type: none"> <li>)] Work collaboratively with other Shire staff</li> <li>)] Maintain a willingness to work with others in a productive and meaningful manner.</li> </ul>   | <ul style="list-style-type: none"> <li>)] Make sure you have the equipment you need to complete a task</li> <li>)] Contribute to staff meetings and listen to new ideas, and provide new ideas</li> <li>)] Adhere to the Shire's Code of Conduct</li> </ul>   |

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**Shire OF  
Wiluna**



### KEY ACCOUNTABILITIES

|                  |     |  |  |
|------------------|-----|--|--|
| Service Delivery | 30% | <ul style="list-style-type: none"> <li>) Lead by example</li> <li>) Be proactive rather than Reactive</li> <li>) Be seen around Wiluna as positive contributor to the community</li> <li>) Keep the town Green and Tidy, includes rubbish tip, cemeteries, and tourist areas</li> <li>) Be innovative</li> </ul> | <ul style="list-style-type: none"> <li>) Ensure work schedules cover all works required, by developing a reticulation maintenance program</li> <li>) Attend and assist in Community Events</li> <li>) Assist the works crew with picking up litter, lawnmowing and other duties.</li> <li>) Design and implement low maintenance garden areas</li> </ul> |
| Compliance       | 20% | <ul style="list-style-type: none"> <li>) Ensure all necessary permits are applied for and approved for the purposes of water licenses</li> <li>) Ensure all the Code of Conduct and OSH practices are adhered to at all times</li> </ul>   | <ul style="list-style-type: none"> <li>) Identify all water sources to make water license applications</li> <li>) Regular inspections and servicing of plant and equipment to reduce the number of pumps ceasing</li> </ul>  |

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### TECHNICAL /FUNCTIONAL REQUIREMENTS

(Selection Criteria)



| QUALIFICATIONS/CERTIFICATES   | TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE   | CONTACTS/WORKING RELATIONSHIPS   |
|---|---|--|
| <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>) Relevant Experience.</li> <li>) Police Clearance.</li> <li>) Medical Certificate</li> <li>) Drivers License HR</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>) Membership or eligibility for membership of the Institution of Engineers Australia.</li> <li>) First aid certificate or the ability to obtain one</li> <li>) Knowledge of indigenous culture.</li> <li>) HC class drivers license</li> </ul> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>) Ability to follow directions and meet deadlines.</li> <li>) Ability to work in a team environment.</li> <li>) Well-developed interpersonal skills</li> <li>) Practical experience in relation to plumbing, reticulation, water services</li> <li>) Practical experience in building maintenance issues</li> <li>) Practical operation and knowledge of pumps, water tanks, and irrigation devices</li> <li>) Practical knowledge of trades skills and the mechanical ability to repair and service equipment especially pumps</li> <li>) Proven experience in the development of schedules and plans in relation to operational documents.</li> <li>) Project Management experience including the ability to research, develop, implement and evaluate programmes. Manage concurrent and time constrained projects within budget;</li> <li>) Demonstrated understanding of current OSH practices.</li> <li>) Demonstrated knowledge of and experience in the provision of specialist/technical advice specifically pertaining to the design installation of low maintenance gardens, and Reticulation systems</li> </ul> | <ul style="list-style-type: none"> <li>) Shire Staff and Contractors</li> <li>) Government agencies</li> <li>) Consultants</li> <li>) Key stakeholders</li> <li>) Water Corporation &amp; Water Licensing</li> </ul> |

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### BEHAVIOURAL COMPETENCIES

| BEHAVIOURAL COMPETENCIES  | REQUIRED (yes/no) | PRIORITY (H,M,L) | WEIGHTING |
|---|-------------------|------------------|-----------|
| <b>Conceptual Thinking</b> – Considers how things fit together. Sees patterns or trends, makes the complex simple.                                    | Y                 | M                | 10        |
| <b>Acting Decisively</b> - Takes action despite obstacles. Makes decisions quickly and in a crisis.   | Y                 | M                | 10        |
| <b>Strategic Orientation</b> – Understands, contributes to and aligns work/priorities to strategic business strategies.                               | Y                 | M                |           |
| <b>Focus on Improvement</b> – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.                            | Y                 | H                | 20        |
| <b>Impact and Influence</b> – Knows own impact and able to persuade others and build alliances.   | Y                 | L                |           |
| <b>Customer Service Orientation</b> - Takes personal responsibility for customer satisfaction. Addresses customer needs.                              | Y                 | H                | 20        |
| <b>Leadership</b> – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.                          | Y                 | M                |           |
| <b>Developing and Coaching Others</b> – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.          | Y                 | M                |           |
| <b>Self-Management</b> – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity. | Y                 | H                | 10        |
| <b>Teamwork and Co-operation</b> – Co-operates and participates positively in the team. Values and encourages others input.                           | Y                 | H                | 20        |
| <b>Commercial Acumen</b> - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.              | N                 |                  |           |
| <b>Flexibility</b> – Looks for alternatives, tries new methods, learns new skills and takes on different roles.                                       | Y                 | H                | 10        |