

Irrigation Maintenance Technician

Position Description



Position number:	0558
Classification:	CGNARB1
EA:	Moreland City Council Enterprise Agreement
Directorate:	City Infrastructure
Branch:	Open Space and Environment
Unit:	Open Space Maintenance
Reports to:	Water Management Officer
Supervises:	Apprentices/Trainees
Approved by:	Manager Open Space and Environment

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



With the community at the heart, this is our promise:



Position objectives

Ensure that the Open Space Maintenance Unit meets its obligations relating to irrigation maintenance services for Council operated facilities.

Ensure works are carried out in a professional and efficient manner which projects a positive image of the Open Space Maintenance Unit.

Key responsibility areas

- Determine in conjunction with the Water Management Officer work priorities and ensure works and maintenance activities are scheduled for action to Open Space specifications.
- Maintain Merri-Bek City Councils Irrigation systems.
- Undertake supervision of labour resources and subcontractors as required in the performance of irrigation tasks to Open Space specifications.
- Estimate quantities and costs for minor works, variations and external works.
- Organise contractors, plant and material.
- Participate in regular meetings with the Water Management Officer, Unit Manager, Team Leader, and crew leaders to facilitate communication and work scheduling with crews and /managers
- Monitor safety, efficiency, costs, quality and time effectively.
- Record project data, develop and maintain records, programs and schedules.
- Schedule and co-ordinate work and update schedules when required.
- Ensure that staff, plant, materials and contractors are utilised in the most efficient and effective manner having regard to relevant standards and safety issues.
- Actively participate in operational meetings as required in the preparation and planning of works schedules as per council's standards and specifications and the implementation of programs and actions to improve service standards and procedures.
- Maintain accurate daily work records and time allocation as required including plant usage as per quality systems

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

Accountabilities:

- Contribute to the effective implementation of the Merri-bek Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All Open Space Maintenance staff, Open Space Design and Development staff, Unit Manager Open Space Maintenance, Water Management Officer, Team Leaders, Crew Leaders, Apprentices and other council employees.
External Relationships	Water Authorities, Governing Bodies, Contractors, General Public

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 4 employee as outlined in the Moreland City Council Enterprise Agreement (Schedule A - Classification Definitions - 4. Employee Band 4).

1. Accountability and Extent of Authority:

- Responsible for the day-to-day operations and standard of work of Council on-site direction of crew members and contractors relating to irrigation.
- Responsible for the quality and quantity of work performed and working as part of a team to ensure the completion of daily tasks.
- Accountable for the utilising of safe work practices and ensuring the creation and maintenance of a safe working environment.
- Accountable for the safe and efficient care and operation of the vehicle and tools and equipment used by staff and contractors.
- In conjunction with the Water Management Officer provide "on the job training" in irrigation operations based on skills and experience if and when required.
- Assist with advice on horticultural/irrigation matters in conjunction with the Water Management Officer.

- Assist with recommendations on purchase of plant and equipment in conjunction with Water Management Officer and Unit Manager Open Space Maintenance.
- Verify delivery of goods, services/works performed by contractors to specifications within irrigation area.

2. Judgement and Decision Making:

- Make independent decisions on work programs or projects required within accepted standard maintenance methods, techniques and budget.
- Input into the development and improvement of councils Open Space operational standards.
- Induction and training of new employees and apprentices/trainees.
- Input into the long-term goals of the Open Space Maintenance Unit.

3. Specialist Knowledge and Skills:

- Practical experience in the Open Space Maintenance field specifically irrigation and sports fields. Other relevant areas include horticultural, arboriculture and tree maintenance/establishment.
- Possess the ability to provide onsite direction and advice for Open Space Maintenance services in irrigation.
- The ability and skills to provide training necessary to support the specialist and general activities of the work unit.

4. Management skills:

- Complete tasks and achieve irrigation objectives as set out in the daily works program and the Open Space Specification and objectives outlined in the PDR.
- Work both independently and in a team environment.
- The proven ability to achieve operational objectives on time and in the most efficient way possible given the available resources.
- The proven ability to understanding and implement basic human resources policies and practices including those related to Appropriate Workplace Behaviour, OHS, and performance development reviews (PDRs).

5. Interpersonal Skills:

- Demonstrated oral and written communications skills.
- Demonstrated ability to direct the work of crews and contractors.
- Ability to work in co-operation with others and work as part of a team.
- The ability to gain co-operation and assistance from members of the public and other employees.
- Able to discuss and resolve technical and other problems.
- Able to carry out duties and responsibilities in a manner in which maintains Council's commitment to quality customer service.
- A demonstrated commitment to improving the quality, effectiveness and efficiency of the services that Merri-Bek provides to its citizens/community.
- Sound problem solving skills.
- A demonstrated commitment to appropriate workplace behaviour.

6. Qualifications and Experience:

- Irrigation or related trade/ industry qualification or significant experience in Irrigation/Open Space Maintenance related to the responsibilities and duties specified.

- Victorian drivers' licence.
- Truck Licence (desirable).
- Knowledge of Occupational Health & Safety processes and procedures.
- Ability to direct the work of crews involved in irrigation operations.
- Computer literacy/proficiency in Relative Irrigation Software Programs and Microsoft Office.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(x)	()
-below 10kgs	(x)	()	()	()
Manual handling frequency	(x)	()	()	()
Repetitive manual work	(x)	()	()	()
Repetitive bending/twisting	()	(x)	()	()
Working with arms above head	()	()	(x)	()
Lifting above shoulder height	()	()	(x)	()
Using hand tools – vibration/powerful	()	(x)	()	()
Operating precision machinery	()	(x)	()	()
Close inspection work	()	()	(x)	()
Wearing hearing protection	()	(x)	()	()
Wearing eye protection	()	(x)	()	()
Working in dusty conditions	()	()	(x)	()
Working in wet/slippery conditions	()	(x)	()	()
Wearing Gumboots	()	()	(x)	()
Wearing safety shoes/boots (steel cap)	(x)	()	()	()
Working with chemicals/solvents/detergents	()	(x)	()	()
Washing hands with soap (hygiene)	()	()	(x)	()
Working at heights	()	()	(x)	()
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	()	(x)	()
Working on a keyboard	()	(x)	()	()
Driving cars and/or trucks	()	(x)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Irrigation or related trade/ industry qualification or significant experience in Irrigation/Open Space Maintenance related to the responsibilities and duties specified.
- Victorian drivers' licence.
- Knowledge of Occupational Health & Safety processes and procedures.
- Ability to work in co-operation with others and work as part of a team.
- Demonstrated oral and written communications skills.
- Practical experience in the Open Space Maintenance field specifically irrigation and sports fields. Other relevant areas include horticultural, arboriculture and tree maintenance/establishment.