

POSITION DESCRIPTION

Position Title	Irrigation Officer
Position No.	902
Position Status	Permanent Full-Time
Business Unit	Natural Environment and Parks
Division	Built and Natural Environment
Classification	Band 3
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	March 2024
Approved By	General Manager Built and Natural Environment

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity, and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative, and courageous, focus on excellence and continuous improvement.
Sustainability	Going above and beyond to demonstrate commitment to leading sustainable practices and encouraging and supporting others to do the same.

POSITION OBJECTIVE

Council's Irrigation Officer is responsible for assisting in the implementation of Parks and Environmental Services programs and assisting the Leader Urban Landscape Amenity with supervisory/coordination and technical tasks. This position has a focus on Councils irrigation systems across horticultural, turf and sports field applications.

ORGANISATIONAL RELATIONSHIPS

Reports to	Leader Urban Landscape Amenity
Supervises	NIL
Internal Liaisons	All Council staff
External Liaisons	Members of the public

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Accountable for the prompt and effective carrying out of instructions.
- Accountable for irrigation asset management and maintenance
- Accountable for the operation of vehicle and plant in accordance with relevant Acts and Regulations.

Judgement and Decision Making

- Understanding of safe work practices.
- Ability to make on site decision on maintenance problems.

Specialist Knowledge and Skills

- Knowledge of OH&S regulations and responsibilities.
- Capacity for manual work.
- Ability to operate open space (light) equipment and selected items of medium plant.
- Good knowledge of irrigation systems, maintenance materials and uses.
- Sound knowledge of horticulture and turf, including maintenance methods, plants and water requirements.
- Sound computer skills, specifically Microsoft applications.

Management Skills

- Ability to conduct and organise activities to achieve required maintenance/development objectives.
- Ability to manage own time to meet predefined objectives.
- Ability to assist in the training and development of others.

Interpersonal Skills

- The ability to direct and assist others in maintenance work.
- A positive outlook.
- Flexibility in the delivery of the service.

- Ability to gain co-operation and assistance from other employees and the public.
- Confidence to positively challenge existing methodologies in pursuit of more efficient work practices.
- Good oral and written communication skills.

Qualifications and Experience

- Certificate III in Horticulture or relevant qualification.
- Relevant irrigation system design and maintenance experience.
- Current drivers' licence.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current drivers' licence
- Chemical Users
- Implement a traffic management plan.
- Operate and maintain chainsaw (level 1)
- Vehicle Loading Crane and Lifting Gear
- Front End Loader Plant Assessment/Conduct wheel loader operations

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Develop irrigation systems, asset management processes and maps.
- Audit, monitor and maintain irrigations systems for efficient operation, including strategic advice and planning.
- Maintain operability of web-based irrigation controllers across the network.
- Provide limited support to Committees of Management of sporting reserves to assist with their irrigation enquiries.
- Assist with ensuring a high standard of presentation of the shires open spaces by following works schedules and completing all duties within Parks service standards and CPIs.
- Operate plant in the most productive, efficient and safe manner in accordance with safe work practices and all relevant Acts and Regulations.