

Irrigation Technician, Horticulture

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

This position plays a vital role in effectively keeping the Authority's memorial parks, cemeteries and open spaces irrigated. These areas are across four sites:

- Enfield Memorial Park
- Cheltenham Cemetery
- Smithfield Memorial Park
- West Terrace Cemetery

These include botanic settings, turf lawns, shrubberies, beds, borders, water features, wall gardens as well as various community facilities, landscaped areas and entry statements.

The Irrigation Technician will be required to continue to develop and implement practices and procedures to improve and maintain existing landscapes. Additionally, supporting the development and implementation of capital, building and expansion projects aligned to the strategic growth of Adelaide Cemeteries Authority.

The role works within the Horticulture Team while supporting and collaborating on maintenance and development projects. The Irrigation Technician coaches other cemetery grounds and maintenance workers to deliver these projects.

2 OUR VALUES

The Adelaide Cemeteries Authority fulfils a unique role within the community. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what the Authority stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries Authority employee "lives and breathes" our Organisational Values.

Our Values are:

Courageous: Say what we believe in and be willing to challenge and be challenged.

Honest: Be open, transparent and invite constructive feedback.

Accountable: Own our actions.

Respectful: Feel empathy, be considerate and willing to help.

Trusting: Have confidence in the ability of others.

3 REPORTING/WORKING RELATIONSHIPS

- Reports to: Project Officer, Horticulture
- Supervises and co-delivers the work tasks of the Assistant Irrigation Technician while acting as career mentor.
- Works closely and collaboratively with the Cemetery Operations Coordinator and all site Team Leaders and Cemetery Team Members

4 PORCUREMENT

Responsible for Goods & Services and for Capital Expenditure procurement for in accordance with the Authority's procurement policy, guidelines and procedures.

5 ASSET MANAGEMENT

Contribute to asset management and sustainability objectives relevant to the function and role which may include:

- ensuring buildings, amenities, plant and equipment are secure.
- ensuring staff operate and maintain plant and equipment in a cost-effective manner.
- physical asset faults or maintenance/replacement requirements are identified and reported.

6 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- 6.1 Day-to-day supervision of the Assistant Irrigation Technician.
- 6.2 Develop plans, practices and procedures to maintain existing irrigation standards.
- 6.3 Incorporate suitable irrigation procedures and practices in the progressive development of new landscape areas.
- 6.4 Work collaboratively across all sites to develop and implement agreed irrigation and horticulture project plans.
- 6.5 Ensure open lines of communication across all work teams.
- 6.6 Assist the Project Officer, Horticulture to write business plans for new irrigation/horticultural concepts/ projects.
- 6.7 Support Project Officer, Horticulture in the monitoring and tracking irrigation expenditures.
- 6.8 Perform all admin duties associated with management of the irrigation budget management, ordering and maintain stock levels including irrigation fittings, tools and related machinery
- 6.9 Be hands on as required with daily operations including effective maintenance programs, ensuring the overall presentation of park and gardens including: -
- 6.10 Optimal management of standalone PC-based central irrigation control system
- 6.11 Effective administration and reporting on Irrigation Management & Monitoring Software (IMMS) to ensure optimum water usage.
- 6.12 Plan the installation and maintenance of irrigation systems including assessing future requirements.
- 6.13 Train staff in irrigation installation, repair and effective use of controls.
- 6.14 Assess field staff capability, support and train staff in the maintenance and development of cemetery grounds and with respect to the use of equipment in line with the Authority's safe working procedures.
- 6.15 Responsibility for Goods & Services and for Capital Expenditure procurement for in accordance with the Authority's procurement policy, guidelines and procedures.

7 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 7.1 Availability for emergency callouts.
- 7.2 A flexible approach to the taking of leave.
- 7.3 Participate in an approved performance management program.
- 7.4 Commitment to the principles and practices of ethical conduct, equity and respectful behaviour within the workplace.
- 7.5 Continuous improvement and quality assurance.
- 7.6 Client oriented service delivery standards, including response to client requests and enquiries at all sites.
- 7.7 The incumbent will be required to submit to a police offender history check.
- 7.8 The incumbent will be required to participate in a pre-employment vocational assessment.

8 WORK HEALTH SAFETY REQUIREMENTS

- 8.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with the Authority in their efforts to comply with Work Health & Safety requirements
- 8.2 You should not undertake any task unless you have been trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 8.3 Always ensure that you and your fellow employees use safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be conducted by all employees and contractors
- 8.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public
- 8.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

9 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of the Authority's Environmental Management Plan by complying with the Authority's environmental policies and by taking appropriate action regarding in areas such as:

- Being familiar with the requirements of the Environmental Management Plan
- Participating in environmental awareness training
- Minimising power and lighting requirements
- Commitment to conserving water
- Minimising the generation of waste from business operations
- Recycling office consumables such as paper, toner cartridges, cardboard
- Recycling glass and steel materials where possible

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Employee

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Manager

PERSON SPECIFICATION

QUALIFICATIONS

Essential – Certificate III Horticulture, or like discipline. Five 5 years' experience in a similar role

Desirable – Relevant project management qualification and/or Cert IV Building and Construction and/or Cert III Landscaping Construction

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Ability to communicate effectively and interact with co-workers, managers and the public.
- Ability to work independently to achieve results.
- Experience in planning, tracking and delivering projects to specified timeframes.
- Experience using irrigation management & monitoring Software (IMMS).
- Knowledge of plant propagation techniques and landscape design.
- Experience in the design and installation of irrigation systems.
- Experience in managing and/or maintaining park and garden areas.
- Knowledge of WHS legislative requirements, safe working practices and procedures.
- Ability to provide current drivers licence and police checks.
- Willing to travel across all Adelaide Cemeteries Authority sites using pool utility vehicle

Desirable

- Understanding of the functions and services of the Authority