

Irrigation Technician, Horticulture

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

This position plays a vital role in effectively keeping Adelaide Cemeteries' memorial parks, cemeteries and open spaces irrigated. The role works across 4 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.

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 projects and carry out basic irrigation repairs as needed.

2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. 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 Adelaide Cemeteries 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 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

- 3.1 Reports to: Horticulture Manager.
- 3.2 Supervises and co-delivers the work tasks of Horticulture Team members whilst working on irrigation systems.
- 3.3 Works closely and collaboratively with the Team Leader, Horticulture, Facilities and Project Manager, all site Team Leaders and Cemetery Team Members.

4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- 4.1 Develop plans, practices, and procedures to maintain existing irrigation standards.
- 4.2 Incorporate suitable irrigation procedures and practices in the progressive development of new landscape areas.
- 4.3 Work collaboratively across all sites to develop and implement agreed irrigation and horticulture project plans.
- 4.4 Ensure open lines of communication across all work teams.
- 4.5 Assist the Horticulture Manager to write business plans for new irrigation/horticultural concepts and projects.
- 4.6 Support Horticulture Manager in the monitoring and tracking irrigation expenditures.
- 4.7 Perform all administrative duties associated with management of the irrigation budget management, ordering and maintain stock levels including Irrigation fittings, tools, and related machinery.
- 4.8 Be hands on as required with daily operations including effective maintenance programs, ensuring the overall presentation of park and gardens including optimal management of standalone cloud-based irrigation control system.
- 4.9 Advise on effective administration and reporting on Irrigation Management & Monitoring Software (IMMS) to ensure optimum water usage.
- 4.10 Plan the installation and maintenance of irrigation systems including assessing future requirements.

- 4.11 Train staff in irrigation installation, repair, and effective use of controls.
- 4.12 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.
- 4.13 Responsibility for Goods & Services and for Capital Expenditure procurement in accordance with the Authority's procurement policy, guidelines, and procedures.
- 4.14 Assist with cemetery operations, garden maintenance, planting and general horticultural practices when required.

5 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 5.1 Commitment to working flexibly with some out of hours work required.
- 5.2 Availability for emergency callouts and on call after hours roster.
- 5.3 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.4 Will be required to participate in an approved performance management program.
- 5.5 Will be required to participate in relevant trainings to satisfy compliance and health and safety requirements.
- 5.6 Will be required to submit police history checks.
- 5.7 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace.
- 5.8 Continuous improvement and quality assurance.
- 5.9 High quality, sensitive customer service delivery standards.
- 5.10 A flexible approach to the taking of leave is required.
- 5.11 The ability to work calmly under pressure.
- 5.12 Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in their efforts to comply with Work Health & Safety requirements.
- 5.13 Not undertaking any task unless adequately trained and qualified in accordance with Safe Work and other requirements.

- 5.14 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors.
- 5.15 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.
- 5.16 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.

6 ASSET MANAGEMENT

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

- 6.1 Ensuring buildings, amenities, plant, and equipment are secure.
- 6.2 Ensuring staff operate and maintain plant and equipment in a cost-effective manner.
- 6.3 Physical asset faults or maintenance/replacement requirements are identified and reported.

7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries' Environmental Management System by complying with Adelaide Cemeteries' environmental policies and obligations to ISO140001 Environmental Management Systems by taking appropriate action in areas such as:

- 7.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts.
- 7.2 Have an awareness and understanding of the requirements of the Environmental Management System.
- 7.3 Actively participate in environment awareness training.
- 7.4 Make suggestions to Top Management or the EMSC regarding opportunities for continual improvement.
- 7.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
 - 7.5.1 Maximising the diversion of waste from landfill from business operations

- 7.5.2 Encourage the efficient use of water
- 7.5.3 Consider the lifecycle perspective of an activity, product, or service
- 7.5.4 Protection of Adelaide Cemeteries environmental assets
- 7.5.5 Minimise power requirements whenever possible

8 PROCUREMENT

Officers such as administrative staff, team leaders, and senior decision makers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries' Procurement Framework.

9 KEY PERFORMANCE INDICATORS

In line with Performance Review discussion and objectives:

- 9.1 Keep workplace, tools, equipment, jobsite, vehicles, and self, tidy, organised, and presentable whenever practicable.
- 9.2 Undertake, show competency, and complete training and personal development applicable to the role.
- 9.3 Help and advise all cemetery staff, contractors, stakeholders, and members of the public in a constructive and professional manner always.

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Employee

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Manager

PERSON SPECIFICATION

QUALIFICATIONS

Essential – Certificate III Irrigation, Horticulture, or like discipline

Must hold a White Card

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

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Two years' minimum experience in a similar role
- 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 landscape design
- Experience in the design and installation of irrigation systems
- Experience in managing and/or maintaining park and garden areas
- Licences and experience applicable to excavation machinery operation
- 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 sites using pool utility vehicle

Desirable

- Understanding of the functions and services of Adelaide Cemeteries