



| Reticulation Officer | | | |
|-------------------------|--|--|---|
| Position Number: | 81 | Department | Infrastructure Services |
| Level: | 4 | Award: | May be covered under Municipal Employees' Award |
| Remuneration: | \$ 77,723.74 | PLUS superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. | |
| Reports to: | Facilities & Services Operations Manager | Direct Reports: | Nil |
| Last Reviewed: | Manager People, Culture & Wellbeing | Date: | 30/07/2025 |
| Approved: | Facilities & Services Operations Manager | Date: | 30/07/2025 |

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

| C | A | R | E | C | H | I | P |
|---------|--------------|---------|------------|----------|----------|-----------|---------|
| Courage | Authenticity | Respect | Excellence | Cohesion | Humility | Inclusion | Passion |

POSITION OVERVIEW

As the Reticulation Officer, you will be a motivated, problem-solving individual with a high degree of technical irrigation component and system knowledge. You will be responsible for the operation, maintenance and renewal of the Shire of Carnarvon irrigation water supplies and distribution systems. These systems include water from potable, recycled, artesian and non-potable sources. You will ensure these systems function as intended to ensure public areas receive the irrigation water necessary to maintain their required level of service.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Installing, commissioning, maintaining, adjusting and repairing irrigation water supply and distribution systems including but not limited to pumps, pipes, valves, filters, controllers, sprinklers and drip system components.
- ★ Fault-finding and rectification of irrigation water supply and distribution systems.
- ★ Interrogation, programming, and operation of various types of irrigation control systems.
- ★ Identification of water supply and distribution system deficiencies and potential improvements.
- ★ Documentation of irrigation system operational information including meter readings and other system data to identify trends and reporting.
- ★ Coordination with the Public Health Officer to ensure the Shire of Carnarvon recycled water irrigation system meets its Department of Health licence requirements.
- ★ Interpret irrigation design drawings and set-out irrigation designs on site.
- ★ Installation and fault finding of extra-low voltage irrigation control cabling networks.
- ★ Promote and actively develop the transfer of knowledge to less-experienced staff.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards.
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License
- ★ Construction Safety Awareness Certificate (White Card)

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Ability to work effectively and productively within a team or independently.
- ★ Ability to prioritise, multi-task and work in a fast-paced environment.
- ★ Demonstrated ability to safely operate heavy and light machinery, equipment and tools effectively and safely.
- ★ Knowledge and experience of all Irrigation infrastructure including pumps, aerators, multiple control (including remote access) and wiring systems and experience in a similar role.
- ★ Good mechanical aptitude.

DESIRABLE CRITERIA

- ★ Previous experience with Local Government
- ★ Traffic Management ticket
- ★ MR Truck licence
- ★ Skid steer and excavator tickets

PHYSICAL REQUIREMENTS OF THE POSITION

Task Analysis

During the course of employment, the successful candidate may be expected to work in or be exposed to the following conditions or activities as marked.

| Activity | Daily | Weekly | Sometimes | N/A |
|---|-------|--------|-----------|-----|
| Manual handling of equipment above 10kgs | ✓ | | | |
| Manual handling of equipment below 10kgs | ✓ | | | |
| Manual handling frequency | ✓ | | | |
| Repetitive bending/twisting | ✓ | | | |
| Working with arms above head | ✓ | | | |
| Lifting above shoulder height | | ✓ | | |
| Using hand tools - vibration/powered | ✓ | | | |
| Operating precision machinery and tools | | | ✓ | |
| Close inspection work | | | ✓ | |
| Wearing hearing protection | ✓ | | | |
| Wearing eye protection | ✓ | | | |
| Working in dusty conditions | ✓ | | | |
| Working in wet/slippery conditions | | ✓ | | |
| Outdoor work in hot & or humid conditions | ✓ | | | |
| Wearing gumboots | | | ✓ | |
| Wearing safety shoes/boots (steel cap) | ✓ | | | |
| Working with chemicals/solvents/detergents | | | ✓ | |
| Washing hands with soap (hygiene) | ✓ | | | |
| Working at heights | | | ✓ | |
| Working in confined spaces | | | ✓ | |
| Performing clerical duties | | | ✓ | |
| Working on a keyboard | | | ✓ | |
| Driving cars and/or trucks | ✓ | | | |
| Driving light/heavy machinery | ✓ | | | |
| Operating smart device (mobile phone or tablet) | ✓ | | | |

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Audiometric Testing

REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from \$ 77,723.74 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

| | | |
|----|-----------|--|
| \$ | 1,201.11 | p/a District Allowance* |
| \$ | 4,592.48 | p/a Housing Allowance* |
| \$ | 1,307.85 | p/a Annual Leave Loading 17.5% |
| \$ | 10,022.08 | p/a Superannuation (Statutory) |
| \$ | 1,670.35 | p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)* |
| \$ | 3,500.00 | Retention bonus upon completion of 3 years of service* |
| \$ | 440.00 | p/a Annual Leave Travel Assistance |

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.