

Diamantina Shire Council

POSITION DESCRIPTION



Title:	PLUMBER
Position No:	TBA
Award:	Queensland Local Government Industry (Stream C) Award - State 2017 Division 2, Section 1 –
Certified Agreement:	Under Development
Classification:	BT1 – BT3
Department:	Infrastructure Services
Branch:	Town Services and Facilities
Location:	Bedourie
Reports to:	Town Services and Facilities Manager
Direct Reports:	Nil

POSITION OBJECTIVE

The Plumber is responsible for installing, maintaining and repairing water, wastewater and storm water constructions using strong technical and trade skills in a customer service focused environment and for providing and maintaining plumbing and water and waste reticulation services across Council.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

- Undertake day-to-day water, wastewater and storm water activities including repairs, maintenance and improvements of assets and coordinate assigned tasks including allocation of resources.
- Undertake water and sewerage testing and inspections as required by Council's licences and provide accurate technical advice relating to plumbing and drainage works to internal and external customers.
- Ensure assigned tasks comply with building codes, installation requirements and relevant legislation and are recorded in line with Council procedures to meet regulatory requirements.
- Carry out construction and installation of water and sewer assets including the operation and maintenance of water and sewer infrastructure to the approved standard.

- Assist with the day-to-day running and maintenance of the Wastewater System and the management of reticulation operations as required.
- Assist with municipal swimming pool maintenance as required and notify the Supervisor of stock consumption and requirements.
- Assist the Supervisor in testing water standards to meet water quality guidelines as per government legislation.
- Provide technical advice to employees in the maintenance and operation of reticulation schemes and ensure asset and plant defects are recorded promptly on weekly plant reports.
- Provide work progress reports to the Supervisor and complete relevant safety, plant and job management documents including accurate timesheets.
- Develop Private Works quotes and submit for approval.
- Ensure security, care and maintenance of allocated tools, materials, plant and vehicles.
- Supervise, develop and train Apprentice Plumbers on the job.
- Model safe and healthy workplace behaviour and ensure all procedures and safe work methods relating to work are being undertaken.
- Communicate clearly with Council teams and community stakeholders on matters relating to water, wastewater and storm water and always represent Council positively and professionally.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Ensure that Councils Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with council requirements.
- Undertake other work as needed within the scope of the position, consistent with skills, competence and training.

KEY SELECTION CRITERIA

- Significant demonstrated experience in water, wastewater and storm water maintenance, systems and associated legislation.
- Knowledge of safe work principles and practices, particularly in a plumbing environment, including the safe use and handling of plant and equipment.
- Ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- Ability to identify problems / issues, analyse, formulate and implement appropriate solutions in a water, wastewater and storm water operations environment.
- Demonstrated ability to work under minimal supervision to manage and meet timeframes and deadlines and be capable of carrying out the physical requirements of the position.

- Sound written and verbal communication, literacy, numeracy and computer skills, including prior experience in the use of Microsoft Office and ability to quickly acquire working knowledge of Council systems
- Flexibility to work hours as operationally required to complete works and the ability to undertake work outside of normal business hours including participating in an on-call roster.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm.
- Where required, stay in camp accommodation away from town and undertake work outside of normal business hours including participating in an on-call roster.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Trade qualifications in Plumbing and Drainage and demonstrated experience in plumbing operations, local government experience would be an advantage
- Licenced Plumber and/or Licenced Plumber and Drainer
- 'C' Class Queensland Drivers Licence or higher
- Construction Safety Induction Card (White Card) or willing to obtain
- Working with Children 'Blue Card' or willing to obtain.
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

- 'HR' Class Queensland Drivers Licence.
- Gas fitting certification
- Relevant trade qualifications (backflow prevention, restricted electrical, solar and heat pump)
- Plant operator certificates of competency
- Confined Space Entry Certificate.
- Experience in use of job costing processes and estimating for private works
- First Aid and CPR Certificate

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.

- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____