



POSITION DESCRIPTION

Doomadgee Aboriginal Shire Council

POSITION NO:**TITLE :**

Plumber

AWARD:

Queensland Local Government Industry Award – State 2017

LEVEL:

Building Trade Level 2/3

DEPARTMENT:

Engineering

JOB SUMMARY

This position is responsible for:

-) Installing, repairing and maintaining pipes, fixtures and other plumbing used for water & gas distribution and waste water disposal in residential, commercial and industrial buildings.
-) Contribute to the safe operations through inspection, reporting and monitoring of workplace and equipment. Ensuring that relevant safety, security and environmental policies and procedures are implemented and enforced.

ORGANISATIONAL RELATIONSHIPS

-) **Position reports to:** Director of Engineering
-) **Position liaises with:**
 - Internal**
Council staff
 - External**
Community members

MAIN DUTIES & RESPONSIBILITIES

MAIN DUTIES:

-) **Installation, repair and maintenance of plumbing systems and fixtures**
Of residential, commercial, industrial or public buildings as directed. Reading blueprints, drawings and specifications to determine the layout of plumbing systems, water & gas supply networks and waste and drainage systems. Then plan, install and service plumbing systems, fixtures, piping equipment and controls. These piping systems may be used to transport water, waste, gases or hot liquids.
-) **Work with and in cooperation with other trades and labourers**
To ensure that all specifications, legislation and policies are met, and to ensure efficient completion of any project. Providing adequate services will ensure that all water supply networks and waste and drainage systems are installed, repaired and maintained to meet all standards of building codes and safety.
-) **Call outs**
Respond to call outs and emergencies as required.
-) **Administrative duties**
Complete and maintain all administrative duties, testing and fault finding pertaining to the Council operations
-) **Other duties**
Assist other trades and operators as required

KEY RESPONSIBILITIES:

- J **Install, repair and maintain plumbing systems and components**
 - Review building plans and specifications to determine the layout for plumbing and related materials
 - Assemble and install valves and fittings
 - Install, repair and maintain water treatment equipment, piping and controls. Underground storm sanitary and water piping systems
 - Install, repair and maintain all plumbing fixtures and appliances
 - Test pipe systems and fixtures for leaks

- J **Maintain all building codes, installation requirements and relevant legislation**
 - Perform scheduled maintenance service on plumbing systems and fixtures
 - Apply all codes to installations, repairs and maintenance
 - Ensure all requirements as specified by the manufacturer of systems and fixtures are met
 - Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
 - Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes and meet environmental protection requirements

- J **Administer and schedule work**
 - Prepare orders of supplies
 - Keep daily reports
 - Schedule work in cooperation with other trades and suppliers
 - Perform other related duties as required

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Employee Obligations

1. Comply with instructions given for workplace health and safety by your supervisor
2. Use personal protective equipment properly at all times
3. Not to wilfully or recklessly interfere with or misuse any workplace health and safety equipment
4. Not to wilfully place at risk the workplace health and safety of yourself or any person at the workplace
5. Attend training as required
6. Report all operational or occupational safety hazards or incidents as soon as they are identified

Condition of Employment

At all times, your employment is conditional upon:

- J You holding a current Drivers Licence; and Class relevant to your position duties under the *Transport Operations (Road Use Management) Act 1995* for the full term of employment
- J Availability and willingness to attend emergency call outs outside of normal working hours
- J Permission will be required for arrangement of Criminal History check, in line with Council policies for employment of all staff

COMPETENCIES

(a) Skills

- J The ability to work cooperatively with other trades
- J Analytical and problem-solving skills
- J Decision making skills
- J Understanding of cross cultural awareness and practice
- J High level oral and written communication skills
- J Understanding of legislation and interpretation of legislation

-)] Ability to operationalise Council policy and strategies
-)] High level of time management and project management skills

(b) Knowledge

-)] Proficient knowledge of distribution and waste water disposal in residential, commercial and industrial buildings
-)] Relevant building codes, legislation, regulations, policies and procedures installation and maintenance
-)] A sound knowledge of community work practice.

(c) Experience and/or Qualifications

-)] Trade Certification in Plumbing from a recognized and accredited institution
-)] Open contractor licence
-)] Gas fitting licence
-)] A current Queensland 'C' Class Driver's Licence
-)] Hold current or ability to obtain a White Card
-)] Equipment Operator Competency in:
Backhoe Excavator Forklift Skid Steer Loader

(d) Personal Qualities

-)] Exemplary ethical standards and personal integrity
-)] Must be self-motivated and able to work unsupervised
-)] The ability to adapt to a range of cultural settings
-)] Good interpersonal skills and manner
-)] Determination and initiative, patience, tolerance and flexibility

(e) Other Requirements

-)] Availability and willingness to attend emergency call outs outside of normal working hours

PHYSICAL REQUIREMENTS

The physical requirements of the position could include but are not limited by the following examples.

Requirements

Must be physically capable of undertaking the duties of the position working in various environments ie Construction sites, in and round domestic and commercial buildings.

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

The Plumber must maintain safety procedures at all times to avoid injury. Plumbers may also come in contact with potential poisons and gases that could cause injury or illness.

PROBLEM SOLVING

Decisions are made by this position in a changing environment, which requires a high level of lateral thinking. Decisions can be challenging and difficult and require precise action.

AUTHORITY

This position has the authority to make decisions within the bounds of the daily activities. However; matters with longer-term impact must be referred to the Director of Engineering or Chief Executive Officer.

ACCOUNTABILITY

This position is accountable to the Director of Engineering and will be measured in terms of corporate performance indicators and Council's Operational Plan.

SELECTION CRITERIA

- J Demonstrated knowledge of building codes, legislation, regulations, policies and procedures installation and maintenance
- J Demonstrated knowledge of distribution and waste water disposal in residential, commercial and industrial buildings
- J Demonstrated knowledge of workplace safety, safe lifting and manual handling procedures. The position holder must be willing to adhere to Council's Code of Conduct, including complying with Occupational Health and Safety (OH&S) requirements, and follow all Council policy and procedures
- J Demonstrated excellent time management skills, with the ability to prioritise and keep within timeframes and deadlines

WH&S RESPONSIBILITY AND ACCOUNTABILITY STATEMENTS

EMPLOYEES

All employees have a legal obligation to comply with statutory and WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the WH&S System.
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instruction, and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage.
8. Attending any toolbox, team talks or specific training.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees or the general public.

Director of Engineering

: _____

Date: _____

Chief Executive Officer:

Date: _____

Employee: _____

Date: _____

Created: 12/07/2016

Reviewed: 29/05/2019