



# MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION:</b>	Plumber / Drainer
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>AWARD CLASSIFICATION:</b>	BT1-2 Queensland Local Government Industry (Stream C) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement 2018
<b>DEPARTMENT:</b>	Infrastructure Services
<b>SECTION:</b>	Water and Sewer

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## **POSITION OBJECTIVE**

To undertake plumbing drainage duties associated with the construction, installation and maintenance of water and sewerage infrastructure.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Team Leader – Water and Sewer

Supervises: Nil

## **REQUIREMENTS OF THE POSITION**

### **Skills, Knowledge and Experience**

- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- Experience in general construction and maintenance activities within the water industry including trench excavation, pipe laying, repairs and entering confined spaces.
- Demonstrated knowledge of water and sewer infrastructure and associated fittings including appropriate application.
- Ability to prepare Risk Assessments.
- Good interpersonal skills as required for supervision of labourers and apprentices.
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Knowledge of water supply and sewerage systems;
- Knowledge of construction and maintenance techniques relevant to water and sewerage infrastructure;
- High level knowledge and understanding of Water and Sewerage Standards;
- High level knowledge and understanding of the Plumbing and Drainage Act 2002;
- Basic computing knowledge including Microsoft Suite of programs;
- Knowledge of Council's corporate applications;
- Significant experience in all aspects of the plumbing industry including commercial, domestic and Council activities.

### **Qualifications**

- Licenced Provisional Plumber and Provisional Drainer with the Queensland Building Construction Commission is mandatory.
- Current Open Class Manual Drivers Licence is mandatory;
- Current HR (Heavy Rigid) Licence is preferred;
- Confined Space, Working Safely at Heights and First Aid Certificate is preferred;
- Possession of a current WH&S Construction White Card is essential;

- Must be willing to obtain a Local Government Workers card upon commencement;
- Traffic Control licence; and
- Backflow accreditation.

### **Training**

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

### **KEY RESPONSIBILITIES**

This position is responsible for the following areas and includes but is not limited to:

- Undertake repairs to water and sewerage infrastructure including water and sewerage mains and services;
- Installation of new services as applied for by developers, contractors and the community;
- Participate in a water meter replacement program;
- Establish priorities and record workflow of plumbing installation and maintenance activities;
- Record as-constructed details for processing of infrastructure alterations;
- Carry out water pressure and flow tests and required;
- Test and carry out maintenance (functions on backflow prevention devices);
- Ensure risk management analyses are conducted regularly in relations to threats of safety, quality, the environment and financial function;
- Provide mentoring to plumbing apprentices;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Assist the Team Leader, Water & Sewerage and undertake other duties as directed;
- You are expected to be available to carry out reasonable overtime and participate in an on-call roster;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

### **Physical Requirements**

- It is an inherent requirement of the position to be able to constantly lift weights up to 20kg;
- Work outdoors in all weather conditions;
- Sit continuously for extended periods of time;
- Walk on uneven terrain.
- Work includes contact with waste.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

### **KEY PERFORMANCE INDICATORS**

- Ensure water infrastructure repairs are met immediately;
- Ensure plumbing installation and maintenance is prioritised;
- Recording of associated works;
- Risk Management analyses conducted;
- Vehicles and small plant/machinery are maintained in a clean and proper state;
- All assigned tasks completed in a professional manner and on time;
- Regular and systematic performance reporting to the Team Leader, Water & Sewerage evidenced through the completion of projects within agreed timeframes;
- Accountable for positive health and safety practices;
- High level of customer service evidenced;
- High level of participation and commitment to team outcomes;

- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Develops, promotes and complies with council policies and procedures;
- Required to undertake the responsibilities of a Local Government Worker to assist Council in carrying out its responsibilities under local government legislation.

#### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

#### **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

#### **WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

As a condition of your employment, you agree to undertake the full immunisation program specific to your role to ensure that you are protected against any possible risks.

#### **GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

**SELECTION CRITERIA – Plumber/Drainer**

<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Demonstrated knowledge of construction and maintenance techniques relevant to water and sewerage infrastructure	MANDATORY 30%
SC2	Demonstrated experience in commercial domestic and/or Local Authority plumbing industry	25%
SC3	Possess knowledge and understanding of Workplace Health & Safety requirements	20%
SC4	High level of written and verbal communication skills	15%
SC5	Demonstrated ability to work well within a team environment	10%

**AUTHORISATION**

Director: Renee Wallace

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date originated: 1 June 2011

Date reviewed: 08 July 2021

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Plumber/Drainer Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_