

# POSITION DESCRIPTION



**We Value:** **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

## POSITION DETAILS

<b>POSITION TITLE</b>	<b>Plumber</b>
<b>DEPARTMENT</b>	Engineering Services
<b>POSITION STATUS</b>	Permanent Full-time
<b>AWARD</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>CLASSIFICATION</b>	BT1 – BT3
<b>REPORTS TO</b>	Water and Sewerage Supervisor
<b>DELEGATIONS</b>	As per Council's Delegation of Authority Register

## QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

## POSITION OBJECTIVE / OVERVIEW

To undertake a range of operational, maintenance and construction tasks relating to water, sewerage and drainage matters in a professional, safe and efficient manner and in accordance with Council's Operational Plan and Budget.

## KEY ACCOUNTABILITIES / DUTIES

1. Undertake plumbing and drainage works associated with the construction, maintenance and operation of Quilpie Shire Council assets;
2. Organise and coordinate assigned tasks including allocation of resources;
3. Provide accurate technical advice relating to plumbing and drainage works to both internal and external customers;
4. Undertake water and sewerage testing and inspections as required by Council's licences;
5. Ensure all work tasks are recorded in line with Council procedures to meet regulatory requirements;
6. Ensure all work complies with building codes, installation requirements and relevant legislation;
7. Ensure all plant defects are recorded promptly and on weekly plant reports;
8. Supervise and provide appropriate on the job training to apprentices;
9. Assist the supervisor in testing water standards;
10. Ensure timesheets are accurate and completed weekly; and
11. Participate as a member of Council's multi-skilled workforce and undertake other duties including labouring as required by operational activities or as directed by the Water and Sewerage Supervisor or Director of Engineering Services.

## QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

### Essential

- Trade qualifications in Plumbing and Draining;
- Current General Construction Induction Card; and
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

## **Desirable**

- Gas fitting certification;
- Other relevant trade qualifications (backflow prevention, restricted electrical, solar & heat pump);
- Current Queensland 'HR' Class Driver's Licence;
- Plant operator certificates of competency; and
- Confined Spaces Entry certificate.

## **WORK ENVIRONMENT and PHYSICAL DEMANDS**

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Work duties are primarily performed in an outdoors environment and regularly exposed to changing weather conditions. Accordingly, the position requires the capability to work outdoors particularly in the hot and humid local climate. The position also requires the physical capability to perform manual labouring tasks that require the full range of human movement such as climbing, shoveling, lifting, bending, twisting, pushing, squatting, reaching and stretching. The position will also involve participation in the on-call roster system for after-hour call-out response to emergencies.

## **WH&S DUTY STATEMENT**

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All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

## **ORGANISATIONAL ACCOUNTABILITIES**

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In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

## **ACKNOWLEDGMENT**

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I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

<b>Signature of Employee</b>	
<b>Print Name</b>	
<b>Date</b>	/  /