**SCHEDULE A**

**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Position Title:** | **Senior Plumber** |
| **Award/Stream:** | The Queensland Local Government Industry (Stream C) Award – State 2017 |
| **Section/Classification Level:** | Section 1 – Building Trades Services |
| **Reports To:** | Operations Manager |
| **Department:** | **Operations** |

|  |
| --- |
| **About Council** |
| Pormpuraaw is on the west coast of Cape York about 500 kilometres from the tip of Australia, just south of the Edward River. It is the home of the Thaayore, Wik, Bakanh and Yir Yoront People.  In 1986 the Pormpuraaw Aboriginal Community Council gained title to the area by way of a Deed of Grant in Trust (DOGIT). This enabled the council to have full local government authority over the trust area of 466,198 hectares. In 2004 Pormpuraaw Aboriginal Community Council became a Shire Council incorporated under the Local Government (Community Government Areas) Act 2004.  Council has developed a set of values which guides the work of all employees:  **A Strong Community**  Council will strengthen the capacity and resilience of Pormpuraaw Community through partnerships with the Community, business, government and non-government sector groups in pursuing positive social, economic and environmental outcomes.  **Excellence**  Council and staff will strive for innovation, continuous improvement and long term success in management and leadership practice, strategic planning and the performance of Council systems.  **Accountability**  Council is accountable to the Community and will conduct its affairs openly with integrity in consultation with Community, at the same time reflecting the highest level of democratic governance and public administration.  **Fairness and Equity**  Council recognises and values the needs of different sectors and groups within its community and works in partnership with it valued volunteers, community based agencies, State and Commonwealth departments to ensure needs are addressed in a planned and timely manner.  **Welcoming Ideas**  Council will actively encourage and seek the exchange of ideas and knowledge in finding creative solutions.  **Investing In the Future**  Council will take a long term view as a responsible steward of community assets and finances. |

|  |
| --- |
| **Position Purpose** *(brief statement outlining why the role exists)***:** |
| * The Senior Plumber is responsible for providing sound and reliable technical support to Council. * The Senior Plumber:   + Oversee operation and daily maintenance of water reticulation infrastructure   + Oversee operation and daily maintenance of waste water infrastructure   + Undertakes compliance inspections of sanitary plumbing and drainage installations to ensure conformity with relevant legislation, best practice and related approvals/permits.   + Maintains accurate records of compliance inspections.   + Conducts investigations into and where necessary resolves alleged contraventions of statutory legislation and other matters relating to sanitary plumbing and drainage. |

|  |  |
| --- | --- |
| **Dimensions** *(these relate to the scope of the role)****:*** | |
| **Number of direct reports:** | 2 |
| **Titles of direct reports:** | Plumbers Assistants |
| **Number of indirect reports:** | N/A |

| **Major Responsibilities** | **Accountabilities**  *(ways to measure success of major responsibilities)* |
| --- | --- |
| 1. Provision of sound and reliable technical support to Council. | * Accuracy and reliability of technical advice |
| 1. Undertake compliance inspections of sanitary plumbing and drainage installations to ensure conformity with relevant legislation, best practice and related approvals/permits. | * 85% of approvals/permits issued within statutory and council timeframes |
| 1. Maintain accurate records of compliance inspections. | * Accuracy of compliance inspection records, as determined by random spot checks |
| 1. Conduct investigations into and where necessary resolve alleged contraventions of statutory legislation and other matters relating to sanitary plumbing and drainage. | * 85% of plumbing and drainage contraventions resolved within statutory timeframes |
| 1. Contribute to the preparation of documentation, correspondence, reports and notes relevant to plumbing matters for control and guidance of environmental aspects in the community. | * Quality of documentation and correspondence developed |
| 1. Assess site and soil evaluation reports to ensure compliance with Council policy and relevant legislation. | * 85% of site and soil evaluations completed within established timeframes |
| 1. Oversee operation and daily maintenance of water reticulation infrastructure including:    1. Conduct water testing and prepare reports. | * Ensure drinking water quality meets the requirements under the Drinking Water Quality Management Plan (DWQMP) * Number of complaints meets the KPIs set in the DWQMP * Compliance with Council’s AMP & Maintenance Schedules |
| 1. Oversee operation and daily maintenance of waste water infrastructure | * Compliance with Council’s AMP & Maintenance Schedules |
| 1. Conduct any routine or plumbing maintenance and repairs as required by Council. | * 85% of plumbing and drainage maintenance issues resolved within established timeframes |
| 1. Train and mentor staff. | * Training and mentoring completed as directed |

|  |  |  |
| --- | --- | --- |
| **Work Health & Safety Requirements** | All staff are required to:   * Take reasonable care for their own health & safety * Take reasonable care for the health and safety of others including the implementation of risk control measures within their control * Comply with all reasonable instructions by Council * Participate in activities and programs designed to improve health and safety * Report potential hazards and incidents in the workplace * Notify their supervisor or manager of any injuries or illness that occurs in their workplace | |
| **Council**  **Expectations** | All staff are expected to:   * Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives * This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee’s supervisors * Participate in the annual review of their performance against agreed operational and performance objectives * Perform their responsibilities in a manner which reflects and responds to continuous improvement * Read, understand and comply with all Council policies and procedures * Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council * Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs. | |
| **Key Relationships to Position**  *(can include Committees and organisations)* | | **Purpose of Relationship**  *(e.g. to provide direction or advice; to share information; to receive direction or advice etc)* | |
| **Internal** *(within the Council)***:**   * Environmental Manager * Operations Manager * Environmental staff * Operations staff | | * Establishment of performance expectations * Provision of work directions * Two-way exchange of information | |
| **External** *(outside the Council)***:**   * Department of Natural Resources, Mines and Energy * Council suppliers and contractors | | * Two-way exchange of information * Receipt of advice | |

| **Delegations Exercised**  *(i.e. decisions within position’s authority, including formal delegations)* | **Recommendations Expected**  *(i.e. where the position does not have authority to make decision but is to provide input or recommendations)* |
| --- | --- |
| * The position does not possess any formal delegations | * Recommend payment of accounts/invoices that are then referred to the Officer with Financial delegation for approval * Technical advice related to plumbing and drainage operations * Recommendations on how to resolve alleged breaches of legislation |

|  |
| --- |
| **Mandatory Training Requirements:** *(training courses that must be completed to meet the inherent requirement of the job or Council’s expectations)* |
| * Plumbing & Drainage Licence * Gas Work Licence * Commission and Maintain Back Flow Devices Endorsement * Evaluating and Planning the Installation of Solar & Heat Pump Water Systems * Certificate II or III Water Operations * Certificate II or III Waste Water Operations * Must have a construction white card or interstate equivalent * A current “C” Class Driver’s Licence must be maintained at all times |

| **Selection Criteria** *(including required knowledge, skills and experience for position)***:** |
| --- |
| 1. Demonstrated extensive background working in plumbing and with legislative requirements 2. Demonstrated ability to provide sound and reliable technical advice to council 3. Demonstrated ability to oversee the daily operations and maintenance of the water reticulation infrastructure and waste water infrastructure. 4. Demonstrated experience in undertaking compliance inspections of sanitary plumbing and drainage installations 5. Thorough knowledge of relevant national plumbing and drainage codes 6. Expertise in the interpretation of reports, assessments and proposed treatments 7. Demonstrated ability to conduct investigations into and where necessary to resolve alleged contraventions of statutory legislation |

|  |  |  |
| --- | --- | --- |
| **Position description approved by:** | | Operations Manager and Environmental Manager |
| **Date position description last reviewed:** | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | 1 | 3 | **/** | 0 | 3 | **/** | 1 | 9 | | |