

Information Package

Plumbing and Drainage Officer

(part time or full time opportunity)



APPLICATIONS CLOSE: Friday 26 April 2024

Position Overview

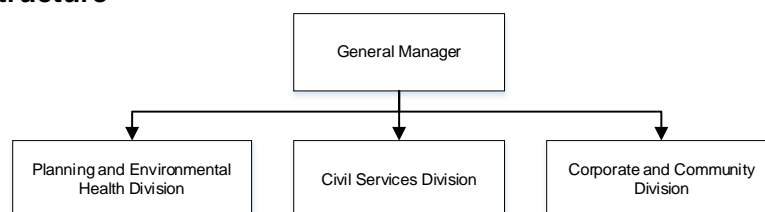
Reporting to the Coordinator Building Services, this senior position is responsible for providing high level technical advice to the Section to effectively provide plumbing and drainage services, including on-site sewage management, to Council to meet statutory, environmental and community needs. You will undertake the assessment and determination of plumbing and drainage applications, and conduct inspections to ensure compliance of installations throughout the Shire.

A key aspect of this role will require you to work closely with the Development Services team to ensure the section goals and objectives are achieved.

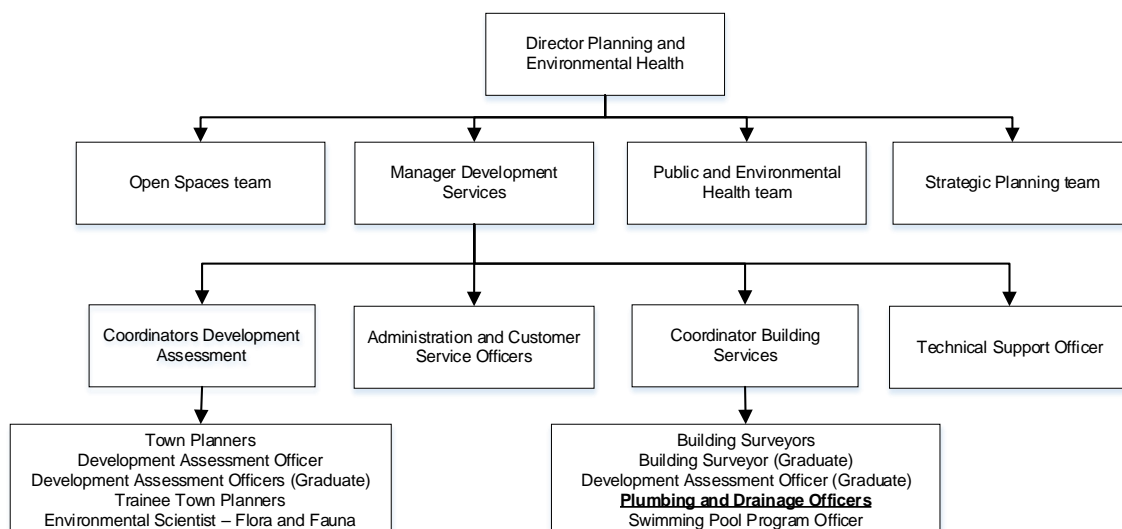
Council will consider both part time and full time working arrangements, and will discuss preferred working arrangements with shortlisted candidates at interview stage.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Plumbing and Drainage Officer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical Self Assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position.
- Pre-Employment Functional – undertaken with Council's physiotherapist to assess strength, fitness and physical capabilities to determine suitability to the duties of the position.
- Blood Test – to determine immunity to Hepatitis A and Hepatitis B.
- Qualification verification check.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Plumbing and Drainage Officer is assessed at Grade 15 under Council's salary structure, providing an annual salary range of \$87,700 to \$100,700 (plus 11% superannuation), dependent upon experience, skills and qualifications. Additional benefits associated with this position include:

- Support toward the cost of relocation associated with recruitment.
- 19 day month flexible work arrangement.
- Educational assistance initiatives.
- Training support program.
- Subsidised non-compulsory uniform.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Plumbing and Drainage Officer is as follows:

Closing date: Friday 26 April 2024

Interview date: Week commencing 13 May 2024

Candidates notified of outcome: Week commencing 20 May 2024

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Plumbing and Drainage Officer
Position Status:	Permanent
Reports to:	Coordinator Building Services
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 15

Position Objective

- To provide a high level of technical advice to the Section to effectively provide plumbing and drainage services, including on-site sewage management, to Council to meet statutory, environmental and community needs.
- To undertake the assessment and determination of plumbing and drainage applications, including new on-site sewage management system installation applications and reports.
- To undertake inspections and to regulate the installation of plumbing and drainage in the Council area, including onsite sewage installations.
- To work in a complementary manner within the operational framework of the Division and Section.
- To provide assistance and advice to meet statutory requirements and provide sound community outcomes.

Organisational Relationships

Within Division:	Director Planning and Environmental Health Manager Development Services Coordinator Building Services Coordinators Development Assessment Building Surveyors, Town Planners Plumbing and Drainage Officers Environmental Health Officers Development Services administrative staff	
Within Council:	General Manager	All Council employees
External to Council:	Members of the public Professional organisations State Government Officers	Developers / builders / plumbers Consultants Employees of other Councils

Our Vision

The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Technical

- Assess and determine applications under Section 68 of the Local Government Act for plumbing, drainage, stormwater and onsite sewage management systems in accordance with statutory provisions and standards.
- Conduct inspections of internal and external plumbing and drainage systems for compliance with Council policies and Australian Standards.
- Conduct inspections of onsite sewage management systems for compliance with Council policies and Australian Standards.
- Investigate complaints by the community on plumbing and drainage related matters and undertake compliance and enforcement action.
- Provide technical advice in the development of any plumbing and drainage related Council policies.
- Maintain and review plumbing and drainage record keeping systems and associated documentation.
- Carry out any other duties as may be necessary and within your skills, competencies and training.

Leadership

- Mentor and oversee other plumbing and drainage staff in their undertaking of their regulatory functions.
- Uses knowledge to keep other staff up to date with plumbing and drainage related matters.
- Assist in facilitating the development of team goals and priorities and in maintaining team harmony.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise detailed reports to management, Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management in a clear and concise manner according to Council requirements.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of team goals and objectives.

Continual Improvement

- Identify and contribute to process, systems, procedures and documentation improvements that deliver quality services and projects.
- Review the composition of Council's plumbing and drainage fees and charges.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, information management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Qualifications in Plumbing and Drainage or related field.
- Proven thorough knowledge of Australian Standard 3500, NSW Plumbing Code of Practice.
- Demonstrated extensive field experience as a plumbing and drainage tradesman.
- Demonstrated thorough understanding of all plumbing and drainage installations including water, rainwaters, sewers, septic tanks, fire services and on site non-sewered wastewater management facilities.
- Proven ability to understand and assess hydraulic details for compliance and relevant legislation.
- Proven understanding of Building Sustainability Index (BASIX).
- Demonstrated skills and ability to effectively coordinate staff.
- Proven ability to work effectively with a team that has a focus on customer service.
- Proven excellent communication skills, both verbal and written.
- Proven computer literacy skills and proficiency in the use of the Microsoft Office suite and other corporate software.
- Class C driver licence with an ability to operate a manual transmission.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Demonstrated experience in a regulatory role either in local government or in a water and sewerage authority in the assessment and regulation of plumbing and drainage standards.
- Previous authorisation and/or training for authorisation under the protection of the Environment Operations (POEO) Act.
- Understanding of computer based geographic information systems (GIS).
- Work safely in the Construction Industry Induction ticket (white card).