

Role Description

Apprentice Plumber



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| Title | Apprentice Plumber |
| Classification/Grade/Band | Band 1 Level 1 |
| Group/Unit/Section | Connected Communities / Facilities and Asset Management / Building Maintenance / Programmed Trades North |
| Reports to | Team Leader Programmed Trades North |

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Apprentice Plumber is responsible for assisting with the delivering high value services to Facilities and Asset Management to contribute to business outcomes for Central Coast Council. The Apprentice Plumber will support the licensed Plumbers to undertake required maintenance of Council facilities while completing a Plumbing Qualification.

Facilities and Asset Management is responsible for the proactive and reactive maintenance programs for Council facilities across the Central Coast Community.

The position of Apprentice Plumber is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- The Apprentice Plumber will perform tasks under direction to support the Unit's licensed Plumber, Drainer, Gasfitter's, including but not limited to: pipeline installation and repairs; installation and maintenance of fittings and fixtures; periodic assessment and maintenance of rainwater roof guttering, down pipes and stormwater lines and drainage to ensure efficiency; installation and maintenance of hot and cold water services, drinking water fountains and bubblers, roof sheeting and associated ancillaries, sewerage systems, gas line piping and fittings;
- A commitment to attend Registered Training Organisation and/or complete the required hours to successfully complete the enrolled qualification/training as required;
- Assist licensed Plumber, Drainer, Gasfitter's to undertake the planning and delivery of programmed and routine plumbing tasks in accordance with agreed work plans, timeframes and standards within budget to achieve quality outcomes for Council and Community facilities;
- Work with relevant plumbing tools, plant and equipment to complete work tasks relevant to the position;
- Read and interpret technical information to complete work tasks as relevant to the position and training;
- Display resilience and courage through adapting well to new situations throughout the Apprenticeship, seeking opportunities to improve and develop;
- Act with integrity by behaving in an honest, ethical and professional way in accordance with the Code of Conduct and Council policies and processes;
- Work as a supportive and co-operative team member, share information and acknowledge the contribution of team members;
- Perform any other duties, tasks or projects the employer may assign in accordance with training requirements, having regard to the incumbent's skills, training and experience.



Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Apprentice Plumber works within detailed written or oral instructions or procedures or under supervision;
- Decisions affect own work only;
- The work of the Apprentice Plumber influences the external environment by meeting basic standards of service;
- The Apprentice Plumber is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;



- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team / unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



QUALIFICATIONS

Essential

- Minimum education requirement - Year 10 School Certificate or RoSA (Record of School Achievement) or equivalent leaving certificate;
- Willingness to undertake or current enrolment in Trade Certificate as a Plumber, Drainer, LP Gasfitter and Roof Plumber, combined with ongoing professional development;
- Valid Construction General Induction card - NSW SafeWork or equivalent, or willingness to obtain;
- Current Working at Heights, or willingness to obtain;
- Current Confined Space Accreditation, or willingness to obtain;
- Provide evidence of Hepatitis A & B immunity or the commencement of these vaccinations prior to commencement.

Desirable

- Current Class C or Provisional P1 or P2 driver's Licence.

EXPERIENCE

- Demonstrated detail focus with the ability to participate and actively contribute in a team environment to achieve organisational goals and outcomes;
- Demonstrated interest within the building industry, specifically in relation to Plumbing and minor building construction;
- Demonstrated positive approach to provision of customer service;
- Ability to complete work and deliver according to project schedules and deadlines;
- Ability to use judgement and problem-solving skills to achieve positive outcomes;
- Demonstrated interest in this field and a willingness to learn and develop new skills;



- Good communication skills, including both written and verbal.

Key Relationships

| Internal | External |
|-----------------------|---|
| Team Leaders | Community |
| Crew Leaders | State and Federal Government Agencies |
| Council employees | Industry representatives and associations |
| Unit Managers | Registered Training Organisations |
| Workforce Development | Unions |
| Section Manager | |

