

Position Description

CORPORATE INFORMATION

Position title	Officer Plumbing Inspections		
Directorate	Community Sustainability	Branch/Section/Unit	Compliance Branch/Building and Plumbing Services Section
Position number	1205	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Senior Officer Plumbing Inspections		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

Carry out the function of a Council Plumbing Inspector as defined by the *Plumbing and Drainage Act 2018* under the supervision of the Senior Officer Plumbing Inspections and the Coordinator Building and Plumbing Services.

Key Responsibilities of the Role

- Provide a plumbing inspection service and assessments of the Plumbing Application process within the prescribed time frames set within the *Plumbing and Drainage Act 2018*.
- Respond to customer enquiries and assess and/or investigate Customer Request Management Enquiries (CRM) in accordance with the Branch policies and procedures in a timely manner.
- Participate in policy and procedure reviews for the plumbing section on an annual basis with a continuous improvement focus.

Mandatory Licence/Competency (Ticket) Requirements

- A current Queensland Plumbers and Drainers Licence
- Queensland 'C' Class drivers licence or above that is current and maintained.
- Construction Industry Safety Induction Card.

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated knowledge and experience of the assessment and certification processes for plumbing applications for Class 1 and 10 buildings.
- A working knowledge of the relevant Acts, Regulations, and Codes that regulate the plumbing industry.
- Demonstrated ability to work within a specialised team environment to achieve quality outcomes with regard to plumbing inspections.
- Demonstrated oral and written communication skills to facilitate the preparation of written instructions, reports and correspondence, and to facilitate clear communications with internal and external customers.
- Computer literacy.

Desirable Knowledge/Skills/Qualifications Criteria

- Licence endorsements for backflow prevention, onsite sewerage facilities, and solar and heat pumps.
- Associate Diploma in Applied Science (Construction Hydraulics) or equivalent tertiary qualification.
- Demonstrated experience in the assessment and certification of plumbing applications for Class 2–9 buildings.

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- N/A

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy (CGPOL002)

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.