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|  **LCClogoWithText** | **Position Description** |
| **Position Title** | **Unlicenced Plumber** |
| **Division** | Operations |
| **Department** | Water & Wastewater |
| **Reports to** | Reticulation Supervisor  |
| **Current Status** | Permanent Full Time |
| **Band/Level** | Band 2 Level 1 |
| **Grade** | 8 - | Agreement |
| **Step**  | Entry Level to Step 4 |
|  |  |
| **Last Reviewed** | 3 August 2016 |
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| **Conditions of Employment** | The employee will work according to conditions provided under the *Local Government (State) Award*  as varied from time to time, and the Council Policies/Systems including, but not restricted to:\* Council's Salary Administration System\* Council's Code of Conduct\* Equal Employment Opportunity\* Equity & Access to Training\* Performance Appraisal |
| **Work Health and Safety (WHS)** | The employee who occupies this position must abide by Council’s WHS policies and procedures as described in Council’s WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work. |

**Position Summary**

This position is responsible for the operation and maintenance in construction of Council’s Water and Wastewater Systems. The maintenance of plumbing and drainage within Council owned buildings.

**Specific Duties and Responsibilities**

* Install Water Mains and Services
* Install Water Mains
* Install/Renewal of Water Services
* Install Wastewater Mains and Services
* Install Wastewater Mains
* Install/Renewal of Wastewater Services
* Maintain Water Mains and Services
* Failure and Maintenance of Water Mains/Services and Apputenances
* Repair Asbestos Mains
* Maintain Wastewater Mains and Services
* Blockages and Maintenance of Wastewater Mains and Services
* Location of Mains
* Removal of Vent Pipes
* Cut ins of reflux valves
* Cleaning Mains
* Filtration
	+ Maintain Water Pump Stations
		- Maintain pump
		- Telemetry System
		- Electronic Valves
	+ Maintain Wastewater Pump Station
		- Maintain Wastewater Pump
		- Install Pump Wells
	+ Monitor Wastewater Systems
		- Infiltration of storm water into wastewater
	+ Maintain/Install Plumbing Council Buildings/Facilities
		- Maintain/Install Plumbing of Lithgow City Council owned buildings/sporting facilities.
		- Operate plant and equipment.
	+ Maintain and Operate Equipment
		- Operate Electric Eel
		- Maintain Plant
		- High pressure jet cleaner
		- CCTV camera equipment

**Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

* Processing Customer Enquiries
	+ Receive customer enquiries is a courteous and efficient manner
	+ Research, assess and respond to customer enquiry within an appropriate timeframe
* Complete Time Sheets / Leave Applications
	+ Complete Time Sheets
	+ Complete Leave Forms
* Work Health and Safety Responsibilities
* Manage and contribute to development, implementation and review of Council’s Heath Safety Environment System (HSES)
* Ensure compliance to the relevant requirements of Council’s WHS Management System
* Ensure WHS issues information is disseminated as required
* Ensure safety systems are implemented to address legislative compliance
* Ensure relevant risk assessments/controls are identified, developed and implemented
* Ensure adherence to developed SWMS/RA and SOP’s
* Develop site specific SWMS/RA where identified and required
* Ensure staff, contractors, visitors have completed relevant inductions (workgroup and site specific)
* Provide necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
* Ensure relevant competencies and licenses are held by staff undertaking work
* Ensure that all equipment purchased meets Council’s WHS requirements
* Conduct ongoing risk identification procedures
* Ensure non compliances are rectified and auctioned accordingly
* Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
* Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
* Assist in the investigation of all injuries and incidents
* Remedial and corrective actions are implemented to prevent reoccurrence
* Participate in incident and injury review, corrective actions and close outs
* Ensure the safe and correct use/application of plant, equipment and PPE
* Ensure relevant sections of Council’s Contractor Management Procedure are adhered to
* Commitment to Council’s Injury Management Procedure
* Ensure that relevant staff are consulted with regards to changes to premises, plant, equipment, work process that may impact on safety
* Maintain good site housekeeping for worksite
* Ensure traffic and pedestrian controls are implemented
* Implement disciplinary actions for breaches in accordance with relevant Award
* Manage and contribute to development, implementation and review of Council's WHS Management System
* Ensure that all equipment purchased meets Council's WHS requirements
* Participate in incident and injury review, corrective actions and close outs
* Ensure WHS issues information is disseminated as required
* Recordkeeping Responsibilities
* The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
* Prioritise and complete allocated Recordkeeping activities

**Supervisory Responsibilities**

Responsible for Supervision of Apprentice Plumber at times

**Signatures**

I agree to the requirements of this Position Description.

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Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Manager Date

**Selection Criteria**

**Essential**

* Class C Drivers Licence
* Trades Certificate (Plumbing) or be willing to undertake the required study to obtain this trade.
* Previous plumbing experience
* WHS Induction for Construction Works Certificate (whitecard)
* Confined Spaces Ticket
* Demonstrated commitment to the principles of integrity and honesty
* Have a strong customer focus
* Be self motivated and reliable
* Demonstrated ability to work as part of a team
* Willing to work on an on-call/call back basis
* Ability to work within Council’s policies and procedures
* Have a sound focus on Work Health and Safety

**Desirable**

* Trenching experience
* Gas fitting experience
* Traffic Control Ticket
* First Aid Certificate