



# Position Description

## Plumber

Applications Close:  
5:00pm 4 October 2024

<p style="text-align: center;"><b>Position Title</b> Plumber</p>
<p style="text-align: center;"><b>Position Number</b> WU10312</p>
<p style="text-align: center;"><b>Department</b> Works</p>
<p style="text-align: center;"><b>Classification</b> Level 3 Queensland Local Government Industry (Stream C) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 (\$65,496.08)</p>
<p style="text-align: center;"><b>Terms of Employment</b> Full time</p>

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Senior Plumber

### Supervision of:

Apprentice Plumber

## Internal Liaisons

Management, Council Staff and Council Departments as required.

## External liaisons

Winton Shire Community at large

## Position objectives

The position of Plumber is to manage the staff and assets connected with Council's water and sewerage networks. The incumbent works under the direction of the Senior Plumber to ensure that all work within this sector of Council is undertaken in line with the relevant Local Government and Australian standards such as AS3500 – National Plumbing & Drainage Code, Plumbing & Drainage Act 2002 and the Water (Safety and Reliability) Act 2008.

Standby, recall to work and call outs shall be at appropriate penalty rates.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

### Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons

- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

## **Qualifications/Licences/Tickets required**

### **Mandatory**

- Hold a current Queensland Plumbing and Drainage Licence.
- QBCC Licence.
- General Safety Induction Card.
- Working in Confined Spaces Ticket.
- Ability to operate a motor vehicle under a "C" Class Licence.
- Backflow Prevention Testers Certificate.
- Ability to conduct plumbing inspections under building code.

Please Note; Hepatitis A, B and Tetanus vaccination is a mandatory requirement of this position. This will not hold up initial appointment, but you will be required undergo mandatory vaccination with Council covering the cost, or you are required to provide suitable documentation as proof of vaccination.

### **Desirable**

- Senior First Aid Certificate.
- Current Gasfitters Licences.
- Possession of Plant Operators Tickets.
- Experience with plumbing maintenance.

## Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Adhere to the Council Employee Code of Conduct applies to this position.
- Travel within the shire area to carry out duties.
- Work necessary “recall duties” to provide continuity of service on a rostered basis with the Senior Plumber at appropriate penalty rates.
- Work “call out / return to work” as necessary to provide continuity of service on a rostered basis with the Senior Plumber at appropriate penalty rates.

## Statement of key responsibilities and duties

The Plumber position is a ‘hands on’ role within the Water & Sewerage Department. The Plumber position is responsible for the supervision of staff undertaking a range of construction and maintenance projects and activities requiring the application of established work practices, procedures and Statutory Requirements and in accordance with accepted Local Government Standards.

The key responsibilities of the position are:

- Day to day operation and maintenance of the pump station, bores, water mains, elevated reservoir, water services, water meters and associated infrastructure.
- Day to day operation and maintenance of the Imhoff tank, treatment ponds, sewerage pump stations, sewer mains, manholes, property connections and associated infrastructure.
- Act on standby and recall to work on a rotation/roster with other plumbing staff to operate and manage water and sewer reticulation equipment (week on / week off)
- At a minimum this will be between 1 and 2 hours every night, expected to be between 8 and 10pm at night. On weekends this would be up to 3 three hours on Saturday and Sunday morning.
- Call out for emergency repairs as required.
- Maintain plumbing installations at Council public conveniences.
- Reading of water meters in a timely manner when required.
- Conduct water sampling and testing as required.
- To monitor and ensure that all commercial and domestic plumbing and drainage applications comply with current legislative requirements and Council’s Policies and Local Laws.
- Ensure that on-site sewerage treatment facilities are installed, operated and maintained in accordance with current legislative requirements and Council’s Policies and Local Laws.
- Administer ‘authorised person’ powers under relevant Local Government Acts.
- Comply with the Workplace Health and Safety Act, Regulations, Codes of Practice, Australian Standards and Council’s Workplace Health and Safety System.
- Assist with the preparation of risk assessments and carry out tool box talks with team members.
- Exercise initiative and judgement.
- Promote the image of Council services, portfolios and facilities in all dealings with the community.
- Ensure a high standard of service is provided in all dealings with management, staff and customers.

- Develop and maintain close working relationships with internal and external contacts as appropriate.
- Private Works as directed by the Director of Works in and out of hours.
- Ensure that all assigned tasks are completed professionally and within agreed timeframes.
- Attend management meetings as required and provide monthly reports on water and sewerage activities.
- Participate in project meetings to provide specialised advice in relation to water and sewerage related matters.
- Other duties as directed by the Position Supervisor relevant to the position and within the capabilities of the staff member.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Demonstrated ability and considerable experience in all facets of the plumbing industry (preferable in a Local Government environment) and be fully conversant in the requirements of the relevant legislation and standards.
- SC2** Proven ability to assess plumbing and drainage applications and to conduct inspections and investigations on a community level and produce effective outcomes within the parameters of relevant legislation, relevant Local Laws and Council policies.
- SC3** Demonstrated job control and budget monitoring experience.
- SC4** Demonstrated ability to work effectively within a team environment, establish work priorities and meet deadlines including a sound understanding and commitment to Equal Opportunity and Workplace, Health and Safety principles and practices.
- SC5** Demonstrated ability to cope with physical labour in extreme heat.
- SC6** Demonstrated willingness to work on standby and recall to work duties necessary for the position.
- SC7** Well-developed communication skills, both written and verbal with a proven ability to communicate effectively and tactfully in sometimes very sensitive situations as well as a basic knowledge of computer programs, email and the internet.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Plumber** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**



## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.