



# Position Description

## Apprentice Plumber

Applications Close:  
5:00pm on Friday 4 October

<p><b>Position Title</b> Apprentice Plumber</p>
<p><b>Position Number</b> WU10307</p>
<p><b>Department</b> Works</p>
<p><b>Classification</b> Level 1 Queensland Local Government Industry (Stream C) Award 2019 and Winton Shire Council Certified Agreement (\$56,269.20)</p>
<p><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 and Plumber

### **Supervision of:**

No supervision applicable

## Internal Liaisons

Works Department and Administration Department as required.

## External liaisons

Winton Shire Community at large

## Position objectives

The position of Apprentice Plumber will be a member of the Water and Sewerage Team and will involve the incumbent undertaking a Certificate III in Plumbing over the approved course period as determined by the Registered Training Organisation. The Apprentice Plumber will study whilst gaining experience in the Water and Sewerage Department of Council and providing plumbing support to the Water and Sewerage Work Team.

## 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

- Successful subject passes in Year 10 education
- Must possess and maintain a current "C" class driver's license.
- Possess or willing to obtain a Work Health & Safety Competency card (White Card)

### Desirable

- Senior First Aid Certificate
- Successful subject passes in Year 12 education

## Additional requirements and working conditions

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

- Internal/External training inside or outside work time including block training.
- The Council Employee Code of Conduct applies to this position; and

- Travel within the shire area will be required for this position. Statement of key responsibilities and duties

## Statement of Key Responsibilities and Duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Undertake training, both at TAFE and on the Job, to ensure all aspect of the trade have been covered by completion of the apprenticeship.
- Assist with the day to day operation and maintenance of the pump station, bores, water mains, water services, water meters and associated infrastructure in line with your apprenticeship guidelines.
- Assist with the day to day operation and maintenance of the Imhoff tank, treatment ponds, sewerage pump stations, sewer mains, manholes, sewerage, property connections and associated infrastructure in line with your apprenticeship guidelines.
- Assist with the maintenance of sanitary and plumbing installations at Council public conveniences in line with your apprenticeship guidelines.
- Undertake the correct maintenance and care of machinery and plant when applicable.
- Maintain tools and equipment in good order in accordance with the operators manual, Council procedures or good practice.
- Maintain a record of training such as a training record book and workplace diary.
- Assist with reading of water meters in a timely manner when required in line with your apprenticeship guidelines.
- Assist with the conducting of water sampling and testing as required in line with your apprenticeship guidelines.
- 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.
- Ensure that you learn and understand the on-site sewerage treatment facilities set up and that they are maintained in accordance with current legislative requirements and Council's Policies and Local Laws.
- 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 attend tool box talks with team members.
- Assist with Private Works as directed by the Plumber in and out of normal business hours.
- Ensure that all assigned tasks are completed professionally and within agreed timeframes as determined by the respective Supervisor.
- Assist with minor building works on Council infrastructure as directed by the Plumber.

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 willingness to undertake a Certificate III in Plumbing and a desire to undertake both on and off the job training including assessments in line with the training timelines
- SC2** A high level of self-motivation and initiative with an organised approach to work including time management skills
- SC3** 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.
- SC4** Demonstrated ability to cope with physical labour in extreme heat.
- SC5** Sound communication skills, both written and verbal with a proven ability to communicate effectively and tactfully in sometimes 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.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- 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.



## 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 **Apprentice 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.