

# Position Vacant

## Plumber – Trade Qualified

### How to Apply

#### 1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position

#### 2. Selection Criteria

Address the essential selection criteria listed in the position description

#### 3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

#### 4. Submit Application by

**The position will remain open until filled.** Applications can be e-mailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

**Please note** applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

# Position Description

Title:	Plumber	Classification Level	
Department	Building & Infrastructure	Award	Queensland Local Government Industry (Stream C) Award – State 2017
Reports To:	Building Services Manager	Location	Napranum
Nature of Employment	Full-Time		

## PRIMARY POSITION OBJECTIVE/S

To install, repair and maintain pipes, fixtures and other plumbing used for water distribution and waste water disposal in residential, commercial and industrial buildings in a safe, economical and proficient manner. Relieve the Essential Services Officer with water and sewerage issues as required.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council.

They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- In consultation with the Building Services Manager or equivalent, carry out plumbing maintenance and repair work on buildings within allocated timeframes.
- Perform plumbing work within the scope of your classification including, but not limited to:
- Installation, repairs and maintenance on water pipelines, water tanks, sinks, tubs, toilets, plumbing fixtures, plumbing appliances, plumbing trim, underground storm sanitary systems, water piping systems, water treatment equipment, piping and controls and other as required.
- Review of building plans and specifications to determine the layout for plumbing and related materials.
- Locate and mark positions for connections and fixtures.
- Install supports and hangers for pipe, fixtures and equipment.
- Selection of the plumbing requirements (e.g. type and size of pipe) so as to ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Regular testing of pipe systems and fixtures for leaks according to Queensland Standards,
- Ensure all works are carried out to agreed standards and in accordance with Council's specifications.
- Ensure that all vehicles, plant, tools and associated equipment are used in an appropriate manner and kept in good working condition.
- Work in small teams and alone, prioritising tasks to meet time schedules and within budget.
- Assist the Building Services Manager in maintaining accurate records of building maintenance and repairs.
- Advise the Building Services Manager of any requirements for maintenance or repairs as soon as they become apparent.
- Correctly complete all administrative processes on upgrades and council project jobs for entry into the building maintenance management system.
- Work with other staff, Apprentices and/or Trade Assistants as required to ensure that works are completed within set time frames, budgets and to Council standards.
- Have staff discussions without bias and make recommendations for solutions as required.
- Perform daily safety and maintenance checks.
- Provide and keep updated Safe Work Method Statements and Job Safety Analysis documents applicable to your area of responsibility.
- Perform housekeeping duties to ensure that work areas and work sites are maintained in a clean condition and clear of hazards and debris and that tools and equipment are tidied at the end of each day.
- Ensure all incidents and near misses are reported to the WHS Officer or equivalent, and that environmental incidents are reported to the relevant authorities.
- Complete all Council documentation accurately and timely, including time sheets, leave forms and over time / TOIL requests and documentation.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Works Manager.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in

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accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.

- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

### CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

### SELECTION CRITERIA

#### ***Essential***

- Trade qualifications as a plumber.
- Plumber Licence.
- Gas work licence or authorisation.
- Sound time management and workload prioritisation skills.
- Sound written and oral communication skills, and an ability to communicate effectively in a cross-cultural environment.
- A current Class "C" Class Drivers Licence (Manual).
- Ability to obtain and retain a Working with Children Blue Card if required.
- Agree to a Commonwealth Police Check if required.
- Current holds or able to obtain a White Card (Construction Safety Induction).
- Current Occupational Immunisations e.g. Hepatitis A and B and Tetanus or be willing to obtain.

#### ***Desirable***

- Current Certificate 3 in Water Treatment Operations Treatment or equivalent.
- Current First Aid Certificate and LV/CPR.
- Additional licences such as heavy vehicle, forklift, front end loader, backhoe etc. or willing to complete

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training to obtain relevant licences if required.

- Basic computer literacy (Word, Excel, Outlook).
- Experience in the operation of both Sodium Hypochlorite and Gaseous Chlorine disinfection systems will be highly regarded.
- Endorsements in Solar/Heat pump applications, Thermostatic mixing valves and Backflow prevention will be highly regarded.

## **Knowledge and Experience**

### ***Essential***

- Practical experience in the operation and working environment of building construction and maintenance.
- Ability to read and interpret building specifications and blueprints.
- Demonstrated ability to work unsupervised and capacity to schedule and prioritise daily work.
- Demonstrated ability to follow directions from supervisors.
- Previous experience dealing with and understanding the needs of a culturally diverse range of customers and delivering services that meet their needs.
- Previous experience in customer service and proven ability to respond to and satisfy queries and requests from clients.
- Strong understanding of work health and safety in the workplace and safe work practices, including the correct use of protective equipment and clothing.
- Be physically fit and healthy to be able to meet the requirements of the position.
- Ability to do overtime and work on call as required.
- Working knowledge of the Plumbing and Drainage Act 2018 and the Standard Plumbing Regulation 2003.

### ***Desirable***

- BAS Public and Government Housing maintenance experience, or knowledge of the range of housing and housing related services within the community.
- Previous Local Government and community experience within a construction environment.
- Experience in living and working in an indigenous community.
- Experience in working in a tropical climate.

## **EXTENT OF AUTHORITY**

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.